

CHRISTIAN BROTHERS HIGH SCHOOL

4315 Martin Luther King, Jr. Boulevard

Sacramento, California 95820-2727

(916) 733-3600

www.cbhs-sacramento.org



2021-2022 PARENT/STUDENT HANDBOOK

Accredited by:

Western Association of Schools and Colleges
Western Catholic Education Association

Affiliated with:

San Francisco New Orleans District of the Brothers of the Christian Schools
Lasallian Association of Secondary School Chief Administrators
Saint Mary's College of California
National Catholic Education Association
California Scholarship Federation
National Honor Society
California Association of Student Councils
Capital Athletic League
Sac-Joaquin Section of the California Interscholastic Federation
National Association for College Admission Counseling
Christian Brothers' District Chief Administrators' Association

PARENT/STUDENT OBLIGATIONS

The contents of the Christian Brothers High School 2021-2022 Parent/Student Handbook (“Handbook”) includes important obligations that parents and students are expected to, and must adhere to, as members of the Christian Brothers community. Christian Brothers will consider violation of the spirit, intent, or letter of its philosophy and the policies, rules, guidelines, procedures, and regulations in this Handbook to be a basis for various consequences as determined at the sole discretion of Christian Brothers. The use of the term “parents” throughout this document is meant to collectively include each parent as well as legal guardians.

Submitting registration and enrollment materials for a student at Christian Brothers is deemed an agreement on the student’s part, and on the part of his/her parents/legal guardians, to comply with all policies, rules, guidelines, procedures, and regulations of the school as outlined in this 2021-2022 Parent/Student Handbook. Parents/legal guardians and students agree that Christian Brothers has the right, as a private academic institution, to make rules that require specific conduct on the part of the parents/legal guardians and students. Parents/legal guardians and students agree to comply with required conduct and to support CBHS’s philosophy and the policies, rules, guidelines, procedures, and regulations contained in this Handbook as well as any other Christian Brothers’ policies, rules, guidelines, procedures, and regulations, and intend to cooperate fully with Christian Brothers and its personnel as educational partners.

Christian Brothers reserves the right to amend or waive provisions of this Handbook when deemed appropriate by the President or Principal. Christian Brothers will give parents notification of amendments made. Christian Brothers expects all affected parties to comply with any such amendment as soon as Christian Brothers notifies the student body and parents of the change.

STATEMENT OF ACCEPTANCE AND GOOD STANDING

Christian Brothers admits students of any race, color, ethnic or cultural origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, color, gender/sex, racial or ethnic origin, or sexual orientation in the administration of its educational policies, admission policies, financial assistance programs, and athletic or other school-administered programs.

Students are enrolled at Christian Brothers on the basis of a yearly evaluation and acceptance. Christian Brothers reserves the right to dismiss students at any time for infractions of its philosophy and the policies, rules, guidelines, procedures, and regulations in this Handbook whether on campus or off campus conduct that has an impact on Christian Brothers, its student, employees, or others within its community, unsatisfactory academic standing, or other reasons that affect the welfare of the individual student, the school community, or the school’s reputation.

A student considered to be in “good standing” is one who has not become subject to dismissal for academic reasons; one whose record of conduct is satisfactory; and one who has met all financial obligations to the school or made satisfactory arrangements for their discharge with the Director of Finance.

The administration of Christian Brothers reserves the right to refuse registration or re-registration. When it is the opinion of the school administration that parents do not support Christian Brothers’ philosophy and the policies, rules, guidelines, procedures, and regulations contained in this Handbook, Christian Brothers reserves the right to terminate the student’s enrollment.

TABLE OF CONTENTS

Mission Statement/Lasallian Education Outcomes	4
Philosophy.....	5
Academic Program	6
Graduation requirements.....	6
Description of Academic Programs	8
Class changes	9
School grading policy	10
Attendance and academic credit	11
Field Trips.....	12
Makeup work for absences	13
Academic probation	14
Non-College Recommending Grades	14
Academic Integrity.....	15
Responsible Use Policy for Technology	16
Student Conduct Regulations and Procedures.....	20
Attendance	20
Personal Appearance	23
Dress Code	23
Student Conduct.....	27
Honor Code	27
Rules of Conduct.....	27
Disciplinary Consequences.....	28
Detention.....	29
Suspension	29
Dismissal.....	29
Restorative Practices.....	31
Searches	31
Required Testing for Substance Abuse.....	31
Social Media Policy	32
Harassment Policy	33
Additional Policies and Information	35
Lasallian Student Life Office	40
Student Activities Program.....	41
Dances – Dress and Behavior	42
Campus Ministry Program	44
Christian Service Program.....	46
School Support Opportunities	48
Athletic Program.....	50
Counseling Services	64
Wellness Program	66
School Governance.....	68
Administration/Faculty/Staff.....	70
Class Bell Schedule	77
Important Phone Numbers	78
Lasallian Core Principles	79

CHRISTIAN BROTHERS HIGH SCHOOL

MISSION STATEMENT

Christian Brothers High School is a Catholic, Lasallian, coeducational college preparatory high school. We are dedicated to inspiring and empowering young men and women with a challenging, relevant, and diverse academic program and co-curricular activities. Students thrive in a Christ-centered community that fosters faith, integrity, global citizenship, leadership and service, preparing students for college and life.

LASALLIAN EDUCATIONAL OUTCOMES **(“ENTER TO LEARN, LEAVE TO SERVE”)**

Learning for College

Christian Brothers’ graduates:

- Possess the curricular knowledge/skills, personal discipline, and the integrity required for academic success at the university level.
- Utilize sound educational planning and time management skills that balance family life, academic achievement, co-curricular activities, and recreation.

Learning for Life

Christian Brothers’ graduates:

- Engage in collaborative work, moral reasoning, critical analysis, creative and reflective thinking.
- Utilize 21st century literacies to access, evaluate, and synthesize information and communicate effectively.
- Respect and appreciate the diverse cultures, religious beliefs, economic backgrounds, and competencies of others.

Serving God

Christian Brothers’ graduates:

- Honor the presence of God in themselves, in others, and in all of God’s creation.
- Understand the core beliefs, commitments, and practices of Christianity and the Roman Catholic Church.

Serving Others

Christian Brothers’ graduates:

- Participate positively in a community of faith, civic affairs, and a global society.
- Recognize and respond proactively through service and advocacy to the needs of others, especially the poor and vulnerable.

CHRISTIAN BROTHERS HIGH SCHOOL

PHILOSOPHY

As a Catholic school, Christian Brothers is an expression of the mission entrusted to us by Jesus Christ. Further, as a Lasallian school, our educational philosophy is rooted in the story of Saint John Baptist de La Salle, the founder of the Brothers of the Christian Schools. The hallmark of a Lasallian Catholic education is a spirit of faith and zeal centered on the realization of God's presence in the education process and the active commitment of educators to ensure excellence in education. Cooperating with parents who are the primary educators of their children, Christian Brothers educators exercise care that students will continue to develop their personal and academic lives by teaching in a loving manner and through their personal example. Commitment to Christian values is the core upon which students are taught to model their lives.

Christian Brothers believes that education is a natural and lifelong process. Thus, teachers are committed to their own ongoing professional development. Students learn through situations and experiences that lead them toward maturity, self-confidence, and recognition of themselves as reflections of God. Christian Brothers believes in the need to prepare students to live in and to transform a world marked by significant social, political, and technological change. Through programs that stress religious and moral formation, critical thinking and intellectual growth, the school seeks to prepare students to be leaders in the world in which they live. Included also are programs which foster college preparation, career and religious vocation awareness, social and physical development, and a sense of civic responsibility and pride.

Christian Brothers believes in the uniqueness of students both as individuals and as vital members of the globalized world in which they live. Students are welcome from diverse religious, cultural, and economic backgrounds. The school teaches students to see themselves as persons who possess individual worth, who are also social in nature, and who are an integral part of their family and communities. Great emphasis is placed on the students establishing a personal relationship with God. They are expected to become part of the school community, one in which they and their teachers are bound together by common goals and respect. This balance between individuality and community enables the students to become more empathic, caring, introspective, and loving, resulting in the "putting the person of Christ" in their daily lives.

Education at Christian Brothers is not simply a matter of academics. The students' convictions, ambitions, physical makeup, and emotions all have a prominent role in the learning process. This holistic approach encourages the students' total and active involvement in their education and emphasizes their reflection on life experiences. In this way students can make the processes and goals of the school their own.

Christian Brothers' ultimate purpose, then, is to help its students become full participants in their education, acquire lifelong skills, and develop Christian character.

ACADEMIC PROGRAM

GRADUATION REQUIREMENTS: Graduation requirements are established by the administration of Christian Brothers. Credits are received for full-time attendance each semester. A full-time student earns 35 credits per semester. A senior who has previously earned 210 credits may choose to take 30 credits per semester. Seniors are required to complete a minimum of 30 credits (six courses) each semester. Seniors planning to continue their education after high school are strongly advised to enroll in seven courses. A full-time freshman, sophomore, or junior will earn a total of 70 credits per year by taking seven courses each semester. Ordinarily, all students, including transfers, will have completed a minimum of 270 credits prior to graduation.

An “F” grade, regardless of the number of credits on the transcript, will receive no credit and must be repeated at Christian Brothers. Students transferring to Christian Brothers must also make up any “F” grades earned at their previous school.

Any “F” grade from transfer students, or a four-year student at Christian Brothers, receives no credit and consequently, the course must be repeated in summer school. An “F” grade in courses such as Religion, English, Math or Science will normally have to be repeated with the same course. Summer school may be used to correct a credit deficiency. **With prior written approval by Christian Brothers Administration,** credits will be posted on a student’s transcript if the credits have been earned at an accredited academic institution.

GRADUATION REQUIREMENTS BY DEPARTMENT:

(Detailed information is available in the annual Course Catalog)

ENGLISH: 8-9 semesters*

Freshman	Freshman Literature and Composition	2 sem
Sophomore	Sophomore Literature and Composition	2 sem
Junior	American Literature Mastering the Essay*	2 sem 1 sem
Seniors	Senior Literature electives	2 sem

*Students who demonstrate competency in the curriculum of Mastering the Essay, via an exam, may opt-out of this class.

WORLD LANGUAGE: 4 semesters*

Freshman	French I, Spanish I, or American Sign Language	2 sem
Sophomore	Level II of the same language	2 sem

*Colleges encourage 6-8 semesters of language

MATHEMATICS: 6 semesters*

Freshman	Courses are determined by student’s ability	6 sem
Sophomore		
Junior		
Senior		

*Colleges encourage 8 semesters of math

RELIGION: 8 semesters

Freshman	Religious Studies I/II	2 sem
Sophomore	Religious Studies III/IV	2 sem
Junior	Christian Morality Social Justice	2 sem
Senior	Comparative Rel.+ 1 elective	2 sem

SCIENCE: 4 semesters*

Freshman	Integrated Physics & Chemistry or Intro to Engr. Design or Biology or Accelerated Biology – placement determined by English and Math placement	2 sem
Sophomore Junior Senior	At least one additional Science course	2 sem

*Colleges encourage 8 semesters of science

SOCIAL STUDIES: 7 semesters

Freshman	World History/Geography I	2 sem
Sophomore	World History/Geography II	2 sem
Junior	U.S. History	2 sem
Senior	Civics	1 sem

VISUAL & PERFORMING ARTS: 2 semesters

Freshman	Intro. to Art or a Performing Art Class (instrumental or vocal) or Theatre Arts Video Production 1	2 sem
Sophomore		

PHYSICAL EDUCATION: 2 semesters (MVPA or Engineering students-see comments below)

Freshman/ Sophomore/	P.E. and Health Education	2 sem
Junior/ Senior	OR P.E. Elective and Health & Fitness	2 sem

Physical Education and Visual and Performing Arts Requirements

- Students enrolled in the same Visual and Performing Arts or Engineering program for four years at Christian Brothers **may be exempt** from 5 of the 10 credits required in Physical Education. A five-credit “Health and Fitness” course taken at Christian Brothers is required.
- *Visual and Performing Arts or Engineering students who do not maintain full seven-period academic schedules will be enrolled in additional Physical Education courses.*
- *Students enrolled in fewer than four years of Visual and Performing Arts or Engineering are required to fulfill the P.E. requirement of 10 credits for as many credits as scheduling permits. Each student’s case will be reviewed on an individual basis.*
- Students may waive 1 semester of PE with successful participation in 2 seasons of a CIF sport at CB only

Physical Education Requirements: All students are required to meet the CB requirement of 10 credits of P.E. The P.E. requirement can be satisfied by taking Fitness for Life (10 credits/yearlong course) or by taking Health and Fitness (5 credits/semester-long course) and a P.E. Elective (5 credits/semester-long course). Students in the class of 2025 are required to take Health and Fitness at Christian Brothers (5 credits) in addition to any other P.E. elective. Class of 2025 students can have 5 credits of P.E. (not Health and Fitness) waived if they successfully complete two seasons of any or the same Christian Brothers team sport. Students enrolled in a four-year Media, Visual or Performing Arts (MVPA) program (e.g., four years of Choir, four years of Arts, etc.), or a four-year Engineering program for all 4 years at Christian Brothers may have 5 credits of the P.E. elective requirement waived*.

At a minimum, all four-year MVPA or Engineering program students are required to take 5 credits of the course titled Health and Fitness at Christian Brothers High School. This course may be taken during the school year or in summer school at CBHS.

*Students taking four years of Media, Visual and Performing Arts or Engineering will be required to fulfill the P.E. requirement of 10 credits unless they are able to clearly demonstrate that their academic course load will not allow them to do so. Student schedules will be reviewed on a case-by-case basis and up to 5 P.E. elective credits may be waived to accommodate such students contingent on approval of an Assistant Principal. The 5 P.E. elective credits will not be waived if the student has non-academic classes in his/her schedule. Examples of non-academic classes include Study Hall, TA, Counseling Aide, Office Aide, and no A set.

****Mathematics graduation requirement:** Repeating a math course does not fulfill the graduation credit requirements in math. Students must successfully complete a minimum of three non-repeated years in different math courses.

ACADEMIC PROGRAMS

Christian Brothers has two (2) academic programs – College Prep and Accelerated College Prep. The two (2) categories of college preparatory curriculum at Christian Brothers are:

COLLEGE PREP PROGRAM: The College Prep program is a robust, four-year curriculum that prepares students for entrance to a four-year college or university. The majority of students meet qualifications for our rigorous college prep program. CBHS graduation requirements ensure that students are college ready.

ACCELERATED COLLEGE PREP PROGRAM: The Christian Brothers Accelerated College Prep program challenges high-achieving students with rigorous course offerings. Accelerated and Honors courses are preparatory courses for Advanced Placement and university courses. *Those colleges and universities which make use of honors and advanced placement credits may or may not add honor credits according to their own policies.* The most selective colleges and universities expect that students will successfully complete honors and advanced placement courses.

A component of the Accelerated College Prep curriculum is the **Scholar Program**. The Scholar Program is a program for highly motivated students who seek the challenge of rigorous college preparation in all subjects. Scholar status is evidence to colleges and universities that the student has taken the school's most rigorous college preparatory curriculum in all subjects, is committed to achieving further excellence, maintains a stellar grade point average, and possesses personal integrity. The Scholar qualifications and standards for each graduating class are:

- Students of the Classes of 2022, 2023, and 2024 must take the prescribed courses each year and achieve a ninth grade GPA of 3.5 or higher each semester. Students must earn a GPA of at least 3.85 each semester of Sophomore, Junior and Senior year.

Students receiving below prescribed GPAs in any semester in their tenth, eleventh, or twelfth grade no longer qualify for the Scholar Program and will lose their Scholar status for the remainder of their enrollment at Christian Brothers.

In addition, Christian Brothers participates in the nationwide **Advanced Placement** program of college level instruction in high school by offering Advanced Placement courses. Students enrolling in Advanced Placement courses must meet stated course and grade prerequisites and departmental approval. To maximize the likelihood of successfully completing these courses, students must evidence strong academic skills, high test scores, consistency of performance and self-discipline. Advanced Placement courses are designed to prepare students for the AP exam. Students who do well on the AP exam may qualify for college credit upon entrance at participating colleges.

Since the culmination of these courses is the Advanced Placement examinations given in May, *Christian Brothers requires all students enrolled in an Advanced Placement course to sit for the Advanced Placement examination in that subject.* Students who fail to take the Advanced Placement examination(s) will have the AP designation dropped from their transcript for the course (weighted grade converts to unweighted) and will incur the cost of returning an unused exam. The College Board charges a fee for each Advanced Placement examination taken. The costs of the exams are over and above normal tuition and fees. Because of the extensive amount of work involved, students are advised not to overload their schedule with Advanced Placement courses. It is extremely important that students consult with their counselors during the course registration process to consider the most appropriate course of study.

Academic Resource Center (ARC): For students who need academic support, CBHS now has an Academic Resource Center. This is not a program; it is a place and an elective class option. The Academic Resource Center is the academic portion of a quartet of student support services that also includes academic counseling, health and wellness counseling, and pastoral care. All students, grades 9-12, who need consistent and systematic assistance with core academic content, homework organization and prioritization, and study skills may be enrolled in a one-semester ARC class. The class may be repeated for credit. These classes are designed for small groups and aim to meet the individual needs of each student.

Christian Brothers' Academic Resource Center (ARC) is designed to help meet the various learning needs and academic challenges within the student body. The goal of ARC is to ensure that students have access to the resources and support they need to be successful within the school's college-preparatory curriculum. Working with students to develop their academic skills and to expand their capacities for self-advocacy, the ARC furthers CBHS's mission of academic inclusion using new methods adapted to the needs of today's learners. Drop-in services are available for students who have a diagnosed and documented learning difference on file with the school. Students may access the ARC for assistance with classroom accommodations, testing, and homework.

NON-CHRISTIAN BROTHERS COURSE WORK: Course work during the summer must be taken at Christian Brothers unless approved in writing by the Assistant Principal prior to the start of the course. **Approval will only be granted for courses taken at accredited institutions.** Online course work is considered primarily for purposes of remediation and not for advancing forward within the sequence of course work in a given subject area. Upon completion of the course, it is the student's responsibility to have an official transcript containing the grade(s) and credits sent to Christian Brothers. Generally, Christian Brothers does not accept credits earned from online institutions—exceptions are determined by the Administration on a case-by-case basis.

PROGRAM PLANNING AND CLASS SCHEDULING: Each spring, instruction and assistance in course selection are given by the Assistant Principal, the counselors, and the academic departments. Schedules are developed with respect to graduation requirements and to the individual student's future academic plans. Beyond minimum graduation requirements, students and parents need to give very careful consideration to their course selections. Entrance requirements established by the University of California and the California State University systems reflect the admissions requirements of most universities and should be considered when selecting courses; however, it is the individual student's responsibility to contact prospective universities regarding their specific entrance requirements.

CLASS CHANGE REQUESTS: Students who wish to make changes to their schedule should begin with a conversation with their counselor. All student schedule changes must be approved by the Assistant Principal. Students must complete a [Class Change Request Form](#) available on the [Counseling Department page](#) of the Christian Brothers' website, as well as submit payment for the class change request.

- A \$30.00 fee is charged per schedule change prior to Tuesday, August 17, 2021; \$40.00 per change on August 17, 2021, or after. The fee will be waived only if the change is necessary because of an incorrect placement.
- Changes made beginning Tuesday, August 17, 2021, require a fully completed course transfer form (pink form) available from the student's counselor.
- No class changes will be made after 8:00 A.M. on Friday, August 27, 2021.

After the first week of each semester, class schedule changes may only be initiated by a student's teacher or counselor on his/her behalf. Changes in course placement level (e.g., Accelerated College Prep to College Prep) must be completed by Monday, September 13, 2021. A fully completed pink Course Transfer form and \$30.00 fee are required. It is Christian Brothers' expectation that students complete their scheduled classes with their assigned teachers. Under special circumstances schedule changes for the second semester will be made during the week of semester examinations in December. Changes made after Thursday, December 23, 2021, require a fully completed course transfer form (pink form) which is available from the counselor. No class transfers will be made after 8:00 A.M. on Monday, January 10, 2022.

Class change requests based upon student preference for a particular teacher will not be considered.

SCHOOL GRADING POLICY:

Academic Grade	Description	Grade Pt. Value	Weighted Grade Pt. Value (Honors & AP)
“A” (90-100)	Mastery of core content as exhibited by (may include but not limited to) assessment, projects, daily work, participation, critical thinking and analysis, application of learning to new situations, regular attendance.	4	5
“B” (80-89)	A high level of competency as exhibited by (may include but not limited to) assessment, projects, daily work, participation, critical thinking and analysis, application of learning to new situations, regular attendance.	3	4
“C” (70-79)	An adequate comprehension of core content, regular attendance.	2	3
“D” (60-69)	Minimum performance to receive credit for course, limited understanding of core content, does not meet competency to be recommended for college. Attendance may affect grade.	1	1
“F” (0-59)	Fails to meet minimum competency of core content. Attendance may affect grade.	0	0

While individual grading policies may differ, all courses use the above standards. Each teacher establishes a grading policy consistent with departmental and school policies for his/her classes that will be explained to the students at the beginning of the semester. It is the responsibility of the student to be aware of all course policies and requirements. Should a parent or student wish to review a specific policy for a course, the individual teacher should be contacted.

Citizenship Grade	Description
“O” Outstanding	The student consistently demonstrates respect to all people, is courteous, demonstrates good digital citizenship and follows the Responsible Use Policy for Technology, adheres to academic policies, including academic integrity, and is focused on the class.
“S” Satisfactory	The student is respectful to all and does the following the majority of the time: demonstrates courtesy, adheres to the Responsible Use Policy for Technology, adheres to academic policies, including academic integrity, and maintains focus during class.
“N” Needs Improvement	The student is not consistently respectful of others, is courteous some of the time, is talkative at inappropriate times, adheres to the Responsible Use Policy for Technology, and/or academic policies only periodically, and is often unfocused during class.
“U” Unsatisfactory	The student demonstrates unacceptable behavior regularly during class, is disrespectful of others, is regularly talkative at inappropriate times, does not adhere to the Responsible Use Policy for Technology, and/or academic policies, and is unfocused during class.

Students receive a citizenship grade for all classes. All courses use these standards; the teacher will provide and explain the criteria to the students at the beginning of the semester. It is the responsibility of the student to be aware of these criteria. Should a parent or student have questions regarding citizenship grades or the grading criteria, the individual teacher should be contacted.

Please refer to the **Responsible Use Policy for Technology** found in this **Handbook**.

GRADE POINT AVERAGE (G.P.A.) CALCULATION: A student's total GPA is calculated by finding the sum of the grade points (A=4, B=3, C=2, D=1) multiplied by the credit value of the class. The total is then divided by the number of credits attempted. Honors and AP courses are weighted, and grade points will be counted as follows: A=5, B=4, C=3 and D=1.

ACADEMIC HONOR ROLL: Each academic semester, students who earn either "Highest Honors," or "Honors" will be awarded with placement on Christian Brothers' Academic Honor Roll. All honors awards are based upon a weighted grade point average (GPA).

- **"Highest Honors, Honors"**

Christian Brothers encourages students to develop and maintain high academic standards. "Highest Honors" are awarded to students who maintain a semester 4.00 GPA or above. "Honors" are awarded to students who maintain a semester 3.50 to 4.00 GPA.

- **Awards for Academic Honors**

Awards for academic honors are based upon students' cumulative total weighted grade point average.

GRADUATION AWARDS: Graduation awards for academic honors are based upon the cumulative total weighted grade point average at the end of the seventh semester senior year (except Valedictorian, which will be calculated at the end of the third quarter of senior year). Graduation with High Honors (3.75-3.99) and Highest Honors (4.00 and above) is calculated using the *seventh (7th) semester* cumulative weighted grade point average.

ATTENDANCE AND ACADEMIC CREDIT: Christian Brothers views the daily classroom activities, lectures, and discussions as necessary and invaluable components of the education process. Attendance at each class session is required. In the absence of this direct instruction, the student's lack of interaction with instructors and classmates substantially compromises the quality of the education the student is receiving. Therefore, regular attendance is crucial to a Christian Brothers education.

If a student is absent more than 10 times per semester (due to any non-school-related absence) from any class, he/she will receive **NO CREDIT** for that class for that semester. Students must retake, in a timely manner, all courses for which they receive "No Credit" to graduate. If a student has missed half of any given set, the tardy may be considered an absence for the class. This rule includes all absences (**excused or unexcused**) except for those that are "school-related".

School-related absences include:

1. Retreats
2. Field Trips and approved athletic events
3. On-campus interviews with college representatives up to a maximum of 5
4. Juniors and seniors are permitted 2 school days to visit colleges per school year
5. Activities/functions associated with a student's elected office or a course
6. Counseling sessions
7. Summons from administrative or attendance staff

In a single semester, students may attend no more than two (2) of the following events: Kairos Retreat, VENAVER immersion program, Junior/Senior Scholars trip, and the Student Television Network (STN) Convention.

Students who have exceeded (ten) 10 non-school related absences due to circumstances outside of the students' control must submit a written petition requesting credit. These students are invited to document these circumstances with the Assistant Principal. The petition will be evaluated by the administration, teachers, and counselor. Credit may only be awarded one semester in any given school year and may not be awarded for consecutive semesters.

Excessive absences resulting from **school-related activities** may jeopardize students' participation rights if they fall behind in their academic progress. A student who is absent more than 15 times per semester from any class (school-related or not) will receive **NO CREDIT** for that class for that semester. A written petition requesting credit may be submitted as described above.

FIELD TRIPS: Parents of students participating on the field trip must read and sign the *Consent to Participate in School Sponsored Activity* form: *Consent Regarding Transportation and Agreement and Release from Liability*. CBHS recognizes that field trips of an educational nature reinforce and/or enrich the mission and curriculum of the school, thus the Administration encourages academic student field trips for all students to broaden their experience in a given area of study. In order to ensure the integrity of these field trips and enhance the students' field trip experience, the following apply to school-sponsored academic field trips:

- Student participation in field trips is contingent upon approval from the student's teachers. All teachers of students participating in field trips must sign the Teacher Permission Form and approve the student's participation on the field trip. An administrator or teacher can refuse a student the opportunity to participate in an academic field trip for academic, attendance, and/or behavioral reasons. "D" and "F" grades may indicate participation is in jeopardy. The teacher's revocation of his or her permission for a student to participate can occur at any time up to the departure of the students on the field trip. If a teacher revokes permission for a student to participate on an academic field trip, the teacher sponsoring the field trip will provide the student with an academic assignment that relates to the subject matter of the field trip the student will work on while the class is on the field trip.
- Parents have the right to keep their child from participating on an academic field trip. If the parent declines to allow their child to participate on an academic field trip, the child's teacher will provide the student with an equivalent academic assignment that the student will work on while the class is on the field trip.
- Parents participating as field trip chaperones must, like all volunteers, receive fingerprint and TB test clearance to volunteer at Christian Brothers. Parents should contact the Human Resources Director for the necessary information and forms.
- Parents driving students on field trips must provide an official California Department of Motor Vehicles (DMV) driving record to the Christian Brothers' Human Resources Director. This driving record is obtained by the parents/guardians at the California Department of Motor Vehicles.
- Only registered students of CBHS are permitted on field trips.
- If parents have concerns or questions concerning a field trip or their child's participation on the field trip, they should contact the child's teacher as soon as they learn of the field trip.

International Travel: Periodically, Christian Brothers' teachers will travel abroad with Christian Brothers students. Christian Brothers does not sponsor these trips. They are sponsored by student educational travel organizations. While Christian Brothers' students have enjoyed a positive relationship with the third-party entities that plan these trips, Christian Brothers is in no way affiliated with those entities. Christian Brothers allows representatives of these travel organizations to distribute literature and hold informational meetings on Christian Brothers property because it believes travel can serve a positive educational role for its students. However, because the school has no control over the sponsoring companies, these trips are not Christian Brothers sponsored events, and Christian Brothers neither encourages nor discourages its students' participation in such programs.

Students and their families should be aware that Christian Brothers retains no control over its students while they are participating in these events and does not purport to ensure their safety or well-being or take any responsibility for students while they attend such trips. While Christian Brothers employees may act as chaperones or otherwise be involved in the trip, they do so as individuals, not employees, agents, or representatives of Christian Brothers. Christian Brothers cannot and does not make any promises regarding the quality of the services its students will receive from the organizations that plan and promote these trips and is not liable for any damages that one might incur while participating in a travel program.

Students and families should also be aware that negative student behavior on these events can result in subsequent consequences to the student at school. Please see this Handbook for specific areas of unacceptable behavior. Specifically, refer to the Student Conduct section of this Handbook, which states, *“Students whose conduct whether inside or outside of Christian Brothers is detrimental to the common good or reputation of the school are subject to disciplinary action.”*

Students and their families should thoroughly consider all the possible ramifications in the decision to participate in these programs, as well as the dangers and risks associated with travel in general. Finally, families need to be aware that Christian Brothers’ school insurance coverage does not extend to these travel experiences, and additional medical insurance may be required by participating students. Families should verify coverage with their own insurance companies and/or purchase coverage offered through the tour company.

Parents of students participating in an international trip must read, complete, and sign the following forms: *Letter Acknowledging Non-Sponsorship of Trip; Assumption of Risk, Waiver, and Release from Liability*. These forms must be completed and returned to the school no later than two weeks before the first day of the trip.

HOMEWORK: Homework is a valuable aid to help students make the most of their school experience. Homework strengthens academic skills, reinforces concepts learned in class, helps students accept responsibility and develop positive study habits, and helps parents stay aware of their student’s work. As such, homework is an independent activity that students must accomplish outside of the school day. Homework is not limited solely to written work; it also includes reading, studying, preparation for examinations, and projects. Students must complete written homework according to the directions given by the teacher.

FINAL EXAMS: All students are required to take comprehensive final exams during the designated final examination period. Students who are unable to take a final exam will receive an “Incomplete” for their final grade unless they request and receive permission from the Assistant Principal to make up their final exam at a later date to be determined in the sole discretion of the Assistant Principal. Upon correction of the final exam, the final grade will be entered into the student’s transcript.

MAKE-UP WORK FOR ABSENCES: Students must make up any work missed due to an absence or tardy. Work assigned during “excused” absences (as defined by the attendance policy) will be due within a reasonable time period determined by the instructor. Teachers will work with students to extend deadlines, reschedule tests, etc. but will have final discretion on the extended and rescheduled dates. Students and parents may refer to individual teachers’ syllabi for specific class policies.

Absences which are not excused due to illness, pre-planned, or school-related activities (SRA’s) are considered “unexcused.” Full credit for make-up work is given only for excused absences. ***Any missed coursework due to an unexcused absence is considered late. Late coursework due to an unexcused absence will be reduced by a minimum of 15% of the graded score earned on that work (in-class activity, tests, quizzes, projects, assignments, homework, etc.).***

If students are suspended from school for disciplinary reasons, their absences are deemed unexcused and subject to the above academic consequences.

Classroom and homework assignments are the sole responsibility of the student. Teachers post homework assignments online on the day that they are assigned. If a student has an extended illness lasting three or more days, parents may request the assistance of the student’s counselor or email the teacher(s) directly to obtain information about missed work.

ACADEMIC PROBATION: Christian Brothers' students are expected to achieve a minimum GPA of at least a 2.00, which is adequate mastery of content. Students who earn less than a 2.00 semester GPA or who receive an "F" (irrespective of GPA) are automatically on academic probation. Placement on academic probation is determined each semester. Upper division students (juniors and seniors) with less than a 2.00 cumulative GPA at the start of either their junior or senior years will be on academic probation effective the beginning of the fall semester. Students on academic probation for (2) two consecutive semesters or (3) three non-consecutive semesters may be subject to dismissal from Christian Brothers.

ACADEMIC GRIEVANCE: If a student believes that a grade is incorrect, the student must follow the following procedural steps:

1. Meet with the teacher and attempt to reconcile the disputed grade.
2. If the meeting with the teacher does not resolve the issue, consult with the Department Chair.
3. If the above steps fail to provide a satisfactory resolution, request a meeting with the Assistant Principal.

INELIGIBILITY: Students failing to achieve a non-weighted 2.00 GPA at the quarter report card will automatically be disqualified from participation in co-curricular activities, (i.e., athletics, clubs, drama productions, student government, campus ministry, and other student activities), for the following quarter. Individual activities may have more stringent eligibility requirements.

ACADEMIC ACTION PLAN (AAP): A counselor or administration may place students on an "Academic Action Plan" ("AAP") at any time during the school year. The goal of the AAP is to establish the necessary habits for a student to build and maintain academic success at Christian Brothers. The counselor or administration create the AAP, which requires the student to submit a verification form signed by designated teachers on a weekly basis.

The AAP may also require the following:

1. Mandatory after school study hall attendance—Monday through Thursday.
2. Peer tutoring, or
3. Parent conference with Assistant Principal.

Students on an AAP earn one infraction for each failure to follow the requirements of the AAP. For example, a student's failure to turn in the weekly verification form with signatures from each of the designated teachers, or failure to attend mandatory study hall will result in one AAP infraction. After the fourth infraction, students will be required to attend Saturday Detention.

NON-COLLEGE RECOMMENDING GRADES ("F", "D", AND INCOMPLETE GRADE(S)):
"F" Grades (Non-Seniors):

Any freshman, sophomore, or junior who receives three (3) semester "F" (failing) grades in an academic year will be issued a letter of dismissal. Students who earn an "F" grade at the conclusion of either semester of a course receive no credit, and they are ineligible to return to Christian Brothers prior to remediating this grade as set forth below.

Non-Senior students have the following options for remediating a semester "F":

1. Students may remediate a semester "F" by attending summer school at Christian Brothers.
2. Students may remediate a semester "F" by attending summer school at a high school other than Christian Brothers (if prior approval is given by the Assistant Principal).
3. In extraordinary circumstances, students may remediate a semester "F" through an alternative arrangement if approved in advance by the Assistant Principal. Whether the student has demonstrated "extraordinary circumstances" and the manner in which the student will remediate the "F" grade will be in the sole discretion of the Assistant Principal.

Students and parents should be aware of the following grading policies:

1. Failing grades remain on student transcripts even if remediated; however, the remediated grade replaces the "F" grade in calculating the high school GPA. (This isn't necessarily true for college).

2. Students are permitted to remediate no more than 10 credits in any one summer. Students in need of remediating more than 10 credits over a single summer due to more than 10 credits of “F” grades are ineligible to return to Christian Brothers.

For Mathematics and World Languages, the teacher will change an “F” grade received for the fall semester to a “D” if the student received a spring semester grade of “C” or better.

Senior “F” Grades:

Seniors receiving an “F” grade at the conclusion of either semester of a course receive no credit for the course, and they are ineligible to graduate from Christian Brothers prior to remediating this grade regardless of the number of credits earned.

Seniors have the following options for remediating a semester “F” Grade:

1. Students may remediate a semester “F” grade by attending summer school at Christian Brothers.
2. Students may remediate a semester “F” grade by attending summer session at a Community College.
3. In extraordinary circumstances, students may remediate a semester “F” grade through an alternative arrangement if approved by the Assistant Principal. Whether the student has demonstrated “extraordinary circumstances” and the manner in which the student will remediate the “F” grade will be at the sole discretion of the Assistant Principal.

Remediating “D” Grades:

Students who earn a “D” grade at the conclusion of either semester of a course receive credit, but they may not be eligible to advance to the next level course. Further, a “D” grade is not an acceptable grade for entrance to a four-year college. Students have the following options for remediating a “D” grade:

1. Students may remediate a semester “D” grade by attending Christian Brothers Summer School.
2. Students may remediate a semester “D” grade by attending summer session at a Community College.
3. Students may remediate a semester “D” grade by attending summer school at a high school other than Christian Brothers (if prior approval is given by the Assistant Principal).

Incomplete Grades:

If a student earns a grade of “Incomplete” in a course, the teacher and Assistant Principal will provide the student with a written contract for a course’s completion. The teacher recommends the requirements for completion of work in a course and these recommended requirements must be approved by the Assistant Principal. If the student fails to remediate an “Incomplete” grade the grade becomes an “F” and is thus governed by rules concerning “F” grades.

ACADEMIC INTEGRITY: Academic Integrity is the pursuit of learning conducted in a fair and ethical manner. Teachers, students, administrators, and parents share responsibility for creating an environment in which academic integrity is expected and maintained. Ultimately, each student should be able to proudly state of each assignment: *This work is my own. I have neither used, received, nor given unauthorized aid in its completion.* Students should be aware that many teachers and administrators have indicated that they will not write letters of recommendation for students guilty of academic dishonesty and will rescind letters already written.

Students are expected to conduct themselves honestly and with integrity in their work. All forms of test procedure violations, cheating, and plagiarism are prohibited. Behavior that is unacceptable includes, but is not limited to:

- copying another student’s homework.
- working with others on projects that are meant to be done individually.
- looking at or copying another student’s test or quiz answers.
- allowing another student to look at or copy homework or answers from one’s test or quiz.
- using any other method to get or give test or quiz answers.
- removing a test or quiz in part or in whole from the classroom to use or to give to others.
- copying information from a source without proper reference or attribution; and
- misrepresenting as one’s own, either in whole or in part, papers from other students, publications, or the internet.

Students who violate this policy will be subject to discipline on a case-by-case basis depending on the severity of the violation, whether there are any prior violations, and other factors, as determined by the Dean of Students and the teacher(s) involved. Disciplinary measures include but are not limited to: imposition of a grade of zero on a particular assignment, a requirement that the student redo an assignment or retake a test, imposition of an “F” grade on the assignment, project, or test; imposition of a lower overall grade in the class; detention, suspension, or dismissal. The Dean of Student’s Office records and tracks all incidents of academic dishonesty. While a student may not be subject to suspension or dismissal for one instance of academic dishonesty, repeated violations constitute cause for serious consequences including suspension and/or dismissal.

COMMUNICATION – CONTACTING TEACHERS: Parents may contact teachers through the school’s voicemail and e-mail systems. Teachers are required to check voicemail and e-mail each school day and have 24 hours to respond to a parent communication. If parents are dissatisfied with a teacher’s response, they should contact the Department Chair. Absent satisfaction at that level, parents should contact the Assistant Principal with supervisory responsibility for that department.

COMMUNICATION – MONITORING STUDENT PROGRESS: In addition to information parents can request from their children (notebooks, graded papers, tests, quizzes, projects, etc.), parents and students alike can access information via the *PowerSchool* Parent Portal about their grades, attendance, and performance. This requires a login password supplied by the CBHS. Teachers update their online *PowerTeacher* grade book at least every two weeks so parents can track patterns of student achievement. In addition, parents may monitor student progress through the school’s Learning Management System (LMS), *Schoology*. Teachers post homework assignments on *Schoology* on the day they assign the work. Students and parents may check *Schoology* for homework assignments for each class.

RESPONSIBLE USE POLICY FOR TECHNOLOGY

A Human and Christian Education for the 21st Century

Christian Brothers is committed to harnessing our students’ energy and enthusiasm for technology and directing it toward learning to thrive as 21st century communicators, thinkers and problem-solvers. Students must be versed in the essential skill areas of complex communication, new media literacy, collaboration, creativity, and self-directed learning. Students are expected to use all technology on campus as a means to achieve these ends. The policies stated herein are designed to express a framework and to set forth general principles for use of technology resources at CBHS. Any use of technology that is contrary to the mission of the school will be considered a punishable offense including, but not limited to, those directly addressed in this policy. The policies, procedures and information in this document are school-wide. ***Teachers may establish additional policies and requirements for use of technology in their classrooms.***

While on campus, students may use technology (both personally owned and school-owned devices) to:

- **Access** the LMS (Learning Management System – Schoology) and the SIS (Student Information System – Power School) to communicate with teachers, counselors, and administrators and to keep track of assignments, grades, and course communications.
- **Manage** information including course notes, assignments in a paperless environment.
- **Conduct** research.
- **Create** and convey content that illustrates understanding of course material.
- **Communicate** appropriately with classmates, teachers, counselors, and administrators.

iPad 1:1 Program Policies and Procedures

Personally Owned iPads

Students are required to bring a fully charged, personally owned iPad to school daily for educational purposes. Parents and students accept responsibility for iPad security, maintenance, and repair. CBHS assumes no responsibility or financial liability for any damage the student or parent suffers including, but not limited to theft, physical damage, loss, software malfunction, or loss of data on the iPad, on or off campus. Students and parents are responsible for managing iPad capacity, content, and settings.

School Use

Students must use iPads at school each day for classroom work, school messages, announcements, calendars, etc. Students are responsible for bringing their iPad to all classes, unless specifically instructed not to by their teacher.

If a student does not have the iPad in class or if the iPad battery is not charged, the student is still responsible for completing all course work due that day. The absence of a charged iPad will not excuse the student from completing assignments or fully engaging in class activities. Christian Brothers does not loan iPads to students that forget their iPad at home or whose iPad is not charged.

Apple Classroom

Apple Classroom is a required iPad app that helps teachers guide learning, share work and manage student devices. Students must allow teacher connections on their iPads. Via this app, teachers can launch a specific app, website, picture file or textbook page, as well as send and receive documents. Teachers can also see which apps students are working in, mute student devices and view an iPad screen. Teachers can only view what is on the student screen while selected; they are unable to view the content of the iPad.

Student/Parent Responsibilities

Recommended Security Measures

Students are responsible for always securing their iPad. CBHS recommends the following security measures:

- At all times keep iPad with student or secured in their locker, including during after school activities and sports.
- Store and utilize iPad in protective case.
- Make student iPad, and/or iPad case, clearly identifiable from a distance and clearly marked with the student's name.
- Password-protect the iPad and do NOT share the password.
- Keep Apple ID and password private.
- Enable the "Find my iPad" feature found in "Settings" of the iPad.
- Immediately report lost or missing iPad to the Dean of Students' Office.
- Obtain optional warranty program through Apple or a third-party vendor.
- Obtain optional insurance protection through Apple or a third-party vendor.
- Add devices to family homeowner's or renter's insurance.

Device Capacity, Sound, and Personal Streaming

Academic content takes precedence over personal files and apps. In the case of memory space conflict, students must remove personal files/apps. Overuse of streaming may impede the network capability, and teachers or administration may ask students to curb iPad use occasionally to allow for classroom use of the network. Students must use sound on their iPads in a respectful and responsible manner at school. Students may wear earphones for iPad use, but only outside of class time or in class with teacher permission.

School Responsibilities for Technology

The school will:

- Provide internet access to staff and students for the purpose of study, research, service, and other activities, which students must use in the conduct of official school business or in furtherance of the mission and purpose of Christian Brothers.
- Provide a Learning Management System (*Schoology*) to help students access and post assignments and class information, receive school-wide announcements, calendar events, and provide a streamlined method of communication for students, teachers, administrators, and staff.
- Assist students having trouble with connecting their devices to campus wireless, and basic

- guidance for general iPad use.
- Partner with families that seek guidance to manage student use of iPad to encourage greater academic success including setting up restrictions, limiting applications, and assisting with more direct parental supervision of the device.

iPad Temporary Replacement Program

If a student's device is lost, stolen, or broken, that student should obtain an *iPad Loaner Request Form* available in the Front Office, the Main Office, and/or the iPad Helpdesk.

1. If a student's device is lost or stolen on campus, the student should report the issue directly to the Dean of Students' Office.
2. Once the student and parents complete the iPad loaner form, including a parent signature(s), the student should bring the completed form to the iPad Helpdesk to receive a loaner iPad.
3. The school will issue the loaner iPad for up to two weeks upon receipt of the properly completed request form. The iPad Helpdesk will notify the student of the date the iPad must be returned. The school may issue a loaner iPad for more than two weeks, with permission from the Dean of Students' Office and the Business Office.
4. If a student does not return the loaner iPad by the specified date, or it is damaged, the parents must reimburse the full replacement cost of the iPad as agreed to on the loaner request form.

CBHS Campus-Wide Technology

Electronic Devices and Portable Devices

Other electronic and portable devices, such as cell phones and iPods, are allowed on campus. Students may use these devices as long as they do not interfere or cause distraction and are used consistent with Christian Brothers policies, rules, guidelines, procedures, and regulations. Students may use cell phones only outside of class time. Students may *not* use cell phones in the classroom, unless authorized by a teacher. Students who violate this rule may have their device confiscated and the school may take disciplinary action. Students may not use cell phones as personal hot spots to circumvent the school's web filters. Many cell phones function as mini computers. As such, ***cell phones are subject to all terms and conditions that apply to other technology devices on campus.***

Network Vandalism

Vandalism or intentional modification of system settings on school-owned devices, equipment, and hardware by a student will result in the school's cancellation of student privileges on the school's network and/or school disciplinary action. The school reserves the right to seek financial restitution from parents and students for any damage caused by a student or other user. The system administrators, in collaboration with school administrators, will deem what is inappropriate use and their decision is final. The system administrators may close an account at any time. The administration, faculty and staff may request the system administrator to deny, revoke, or suspend specific user privileges. The Dean of Students will address violations of the policies, rules, guidelines, procedures, and regulations and code of ethics described above and assess disciplinary action. Violators are subject to loss of computer privileges, suspension, dismissal, or other disciplinary action the Dean of Students determine is appropriate.

Online Academic Dishonesty

- Without proper authorization, CBHS does not allow the distribution of tests, exams, quizzes and/or assessment information via cell phones, iPads, and/or electronic devices to be used for taking online tests for others or hacking into CBHS computers or grading programs.
- Submission of another's work found on the internet is cheating whether the product is a document, an oral or visual presentation, or another type of media.
- Using the work of others found online without citing the resource is plagiarism.
- CBHS may use *Turnitin.com* or other sites as resources to make random checks for plagiarism.
- Students may not copy text or pictures from the Internet and submit them as personal work. Students

- must properly cite any resources used.
- Use of technology resources is subject to the Academic Integrity policy contained in this handbook.

Camera Use Policy

Students must use good judgment and follow the predefined CBHS rules of conduct when using cameras on campus or at school activities, including cameras on phones and other electronic devices. Students must not use cameras to take discriminatory, harassing, violent, threatening or obscene photographs or videos, or that otherwise violate Christian Brothers policies, rules, guidelines, procedures, and regulations and code of ethics, nor may they use cameras to take photos that embarrass anyone in any way, shape, or form. Any use of cameras in restrooms or locker rooms, regardless of intent, is a serious violation of this policy and the school's Standards of Conduct. Students may use cameras and microphones (for video production) in the classroom only with permission of the teacher.

Strictly Prohibited Student Use of Technology

CBHS reserves the right to make final decisions regarding use that is unacceptable, even if the precise type of use is not identified below. Christian Brothers strictly prohibits the following technology uses:

- Inappropriate use of any device that disrupts or distracts classroom activity and learning.
- Recording of Christian Brothers faculty and staff without the consent and/or permission of the teacher or staff member.
- Sending, accessing, uploading, downloading, or distributing profane, threatening, pornographic, obscene, violent, harassing, discriminatory or sexually explicit material.
- Cyber bullying/harassment: distributing content that attempts to be harmful or cruel to another student or individual through offensive electronic communication. Christian Brothers at its sole discretion may turn over serious incidents of this type, including "sexting" or threats, to law enforcement.
- Establishment of personal websites or participation in blogs or social networking sites containing material or connections to material contrary to the teaching, mission, and philosophy of CBHS, that amount to bullying, or that include harassing, discriminatory, obscene, threatening or violent content.
- Use of unauthorized chat rooms, message boards or sites selling student work.
- Spamming or sending mass emails or emails that violate school policies, rules, guidelines, procedures, and regulations and code of ethics.
- Use of anonymous or false communications.
- Unauthorized distribution of personal information over the internet.
- Gaining access to another student's email/LMS account or iPad data without authorization.
- Use of school's internet for financial or commercial gain or for any illegal activity.
- **Attempting to bypass CBHS web filtering software by proxy software, a virtual private network (VPN), or any other circumvention method.**
- Attempting to gain unauthorized access to system programs or computer equipment.
- Use of the school's name or logos or use that negatively impacts the school's reputation.
- Any other use that violates School policies, rules, guidelines, procedures, and regulations and code of ethics.

Technology Policy Enforcement

Christian Brothers reserves the right to discipline students for violation of this **Responsible Use Policy** in accordance with the disciplinary consequences outlined in the "Rules of Conduct." Violations are subject to a full range of consequences including, but not limited to detention, behavioral contract, suspension, and/or dismissal.

STUDENT CONDUCT REGULATIONS AND PROCEDURES

All students at all times, whether inside or outside of school, are expected to conduct themselves as representatives of Christian Brothers. When a family enrolls their student at CBHS, Christian Brothers expects that they are committed to and supportive of our disciplinary philosophy. All students, regardless of age, must comply with the policies, rules, guidelines, procedures, and regulations found in this Handbook. The function of the Dean of Students' Office is to carry out these procedures, provide for the safety of the students, and to protect the integrity of the school and its good name.

ATTENDANCE: All students are to be present and accounted for school daily, and to be prompt in arriving for each class on time.

- ***Absence Policy***

When a student is absent from school, **parents are required to call the Attendance Office at 916-733-3625 before 9:30 A.M. on each day the student is absent.** If a parent does not contact the school, Christian Brothers considers the absence unexcused until a parent contacts the Attendance Office to clear the absence. Upon returning to school, the student is required to obtain a re-admit slip from the Attendance Office before returning to class.

Students returning from appointments must also report to the Attendance Office, present verification and receive a re-admit slip.

- ***COVID-19 Absence***

If a student tests positive for COVID-19, then the student must quarantine for ten (10) days and follow the CDC and CDPH recommendations. Absences due to COVID-19 will be noted by the Assistant Principal and will be on a case-by-case basis regarding the CBHS attendance policy.

Recommendations for staying home when sick and getting tested:

- a. Follow the strategy for Staying Home when Sick and Getting Tested from the [CDC](#).
- b. Getting tested for COVID-19 when symptoms are [consistent with COVID-19](#) will help with rapid contact tracing and prevent possible spread at schools.
- c. Advise staff members and students with symptoms of COVID-19 infection not to return for in-person instruction until they have met CDPH criteria to return to school for those with symptoms:
 - i. At least 24 hours have passed since resolution of fever without the use of fever-reducing medications; and
 - ii. Other symptoms have improved; and
 - iii. They have a negative test for SARS-CoV-2, OR a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition (e.g., allergies or asthma) OR a healthcare provider has confirmed an alternative named diagnosis (e.g., Streptococcal pharyngitis, Coxsackie virus), OR at least 10 days have passed since symptom onset.

- ***Excused Absences***

Absences are excused for the following reasons:

1. ***Illness, medical/dental appointments***
2. ***Religious obligations, funerals, etc.***
3. ***CBHS related activities (see section on school-related absences, page 10)***
4. ***Pre-planned personal absences (see below)***

Students who have missed coursework due to excused absences are to follow the guidelines established and published by their teachers.

- ***Pre-planned personal absences when paperwork is filed with Dean's Office***

If a student knows that he/she will not be in school for personal reasons, he/she must complete the Pre-Planned Absence form at least **(3) three school days** prior to the absence. The form requires the signatures of the student's teachers, a parent/legal guardian, and a Dean of Students. The form also highlights the school absence policy and establishes a timeline for all make up work to be completed with each teacher. The teacher will enforce his/her late work policy if a student does not adhere to the agreed upon makeup work schedule. Christian Brothers encourages parents to avoid pre-planned absences, especially for students with struggling academic performance or failing grades. Classes missed for pre-planned absences count as non-school related absences (See Attendance and Academic Credit, page 10).

- ***Prolonged Absences/Students in Crisis***

If a student is expected to be absent for a prolonged period of time due to an illness, surgery, or any other matter, the parents must contact the student's counselor as well as the Attendance Office to make arrangements for the absence and completion of necessary work. These requests will be handled on a case-by-case basis depending on the circumstances.

- ***Unexcused Absences***

Christian Brothers considers absences which do not meet the above requirements for excused absences (items 1-4) to be unexcused absences. Students receive full credit for makeup work only for excused absences. ***Any missed coursework due to an unexcused absence is considered late. The teacher will reduce late coursework due to an unexcused absence by a minimum of 15% of the graded score earned on that work (in-class activity, tests, quizzes, projects, assignments, homework, etc.).***

If students are suspended from school for disciplinary reasons, their absences are unexcused and subject to the above academic consequences for late work.

- ***Early Dismissal Policy for Student Appointments***

Students may not leave campus during school hours without parental permission. Parents should make every effort to make appointments **outside** of the school day. If an appointment must be made during school hours, the student is to present a note to the Attendance Office at the start of the school day requesting dismissal for the appointment. The note must contain the following information:

- | | |
|-------------------------------|----------------------------|
| - Student First and Last Name | - Reason for absences(s) |
| - Current date | - Parent Signature |
| - Date(s) of absence(s) | - Contact telephone number |

ATTENDANCE REQUIREMENTS FOR ATHLETIC, CURRICULAR AND CO-CURRICULAR ACTIVITIES: To be eligible to participate in interscholastic athletic practices and contests, and/or co-curricular activities on school days, a student must have attended *at least one-half of the class periods* for that day, unless approved by the Dean of Students.

COLLEGE VISITATIONS: Seniors and juniors are permitted (2) two school days each year to visit colleges. These (2) two college visit days are not considered absences if the student obtains approval for these visits from the College Counselor **prior to their absence**. Upon returning to school, the student must file a completed "College Visit Evaluation" form with the College Counselor. This procedure applies to each campus visit. Failure to file the "College Visit Evaluation" form will result in Christian Brothers deeming that student's absence an "unexcused" absence subject to the academic consequences described above for unexcused absences.

TARDY POLICY: Students are expected to be in their *classroom* when the bell rings. Students who are less than fifteen (15) minutes late **to the first set of the day** should report directly to class. Students who are more than fifteen (15) minutes late to the first set of the day, should report to the Attendance Office before going to class. For all other sets, once the teacher takes attendance, teachers may send students to the Attendance Office to be admitted into class. If a student has missed half of any given set, Christian Brothers may consider the tardy an absence for that class. Students are still required to go to that class; if they fail to do so they will be considered truant and consequences will apply.

Students will be allowed three (3) tardies per semester; any tardy after that will result in detention. Students who reach six (6) tardies to their first set class and/or ten (10) tardies total in one semester will serve a three (3)-hour Saturday detention. Students who reach fifteen (15) tardies in one semester will serve one day of in-house suspension for their fifteenth (15th) tardy. If the reason for a tardy is due to a verified medical condition, the student will not be disciplined.

TRUANCY POLICY: Truancy is defined as leaving school grounds and/or cutting one or more classes without permission even if the student does not leave campus. **Once students arrive on campus property, they may not leave even if there is a ‘late start’ that day.** Truancy is an unexcused absence and will result in the notification of parents and possible detention, suspension, or dismissal. A typical consequence for truancy is three days of after school detention for every class missed.

PERSONAL APPEARANCE

REGULAR DRESS CODE: Christian Brothers believes that student appearance has an impact on attitude and behavior. It is the responsibility of parents to see that their student leaves home properly dressed and groomed for school and school-sponsored events. Students are expected to adhere to the dress code throughout the school day and at school-sponsored events.

The general expectation is that students observe the standards of modesty, moderation, and good taste. All clothes must fit appropriately, concealing undergarments, and midriffs at all times. Clothing should not be revealing at the neckline or anywhere else that would be considered inappropriate for a school setting. Clothing should be neither oversized or baggy nor undersized or form-fitting. All clothing is expected to be neat, clean and free of rips, tears, holes, or other clothing irregularities.

See the following chart on the Dress Code for the rubric on appropriate daily dress code. Christian Brothers logo wear in a variety of sizes and styles is available on campus in the Student Store.

YES!	NO!
<p>The following items do comply with the CBHS dress code:</p> <ul style="list-style-type: none"> • Shirts Students must wear official school-issued shirts including: CBHS polo's and CBHS t-shirts, CBHS athletic spirit wear and t-shirts representing recognized CBHS clubs and programs. Students may purchase CBHS clothing either in the CBHS student store, or through recognized and approved CBHS clubs and programs. CBHS shirts may not be cut or altered in any way. • Long pants, walking shorts, or capris All pants must fit properly around the natural waist, have pockets, and have seams down the side of the leg. Shorts may not be excessively short; shorts must be no shorter than mid-thigh. • Sweatshirts and jackets CBHS sweatshirts, CBHS fleece style sweaters, CBHS jackets as well as college sweatshirts are allowed. (Students are allowed to wear non-CBHS coats and jackets when they are outdoors and entering the school, but students must remove these items to reveal CBHS attire during class time.) Official school-issued shirts are required under sweatshirts and jackets. • Shoes Students must wear shoes at all times and shoes must enclose the foot completely (heel and toe). 	<p>The following items do not comply with CBHS dress code:</p> <ul style="list-style-type: none"> • Any non-CBHS issued shirt is not allowed, including flannel shirts and shirts representing any other school. • Students may not wear excessively tight-fitting pants, leggings, jeggings, yoga pants, low rise/hip huggers, or excessively loose pants. • Blue and black denim jeans and jackets are not permitted. • Students may not wear athletic wind/sweat pants, workout pants, joggers, athletic style shorts, board shorts, cut-off shorts, and pajama pants. • Sweatshirts, sweaters, and jackets representing an outside club, school, organization, company, or professional team are not allowed. Plain colored sweaters, sweatshirts, or "hoodies" are not allowed. • Skirts and dresses are not allowed. • Any clothing containing objectionable words or symbols, political content or candidates, are not allowed. The determination as to whether a symbol or word is objectionable is within the sole discretion of the Dean of Students. • Visible body piercing and any visible tattoos are not allowed. • Students may not wear sandals, flip flops, slippers, open-backed shoes, military-style boots, or shoes with cleats, or open-toe shoes • Any other items deemed inappropriate by the Dean of Students.

ADDITIONAL DRESS CODE REGULATIONS...

➤ Hair

- Extreme or distracting hairstyles are inappropriate for the school setting. Hair shall generally be of a natural color. The determination whether hairstyles are distracting is made in the sole the discretion of the Dean of Students.
- Boys are expected to be clean-shaven with the exception of moustaches which must be neat and trimmed. Students may not have beards, goatees, or sideburns below the ears. The failure to be clean-shaven is a violation of the dress code. The Dean of Students will address exceptions to this policy on a case-by-case basis.

➤ Head Wear

- Students may not wear hats, beanies, visors or sweatshirt hoods on campus during the school day, including breaks and lunchtime. Students may wear sweatshirt hoods and Christian Brothers beanies only during inclement weather, and students must remove them when indoors.

➤ Jewelry

- Reasonable, moderate, small jewelry is acceptable. Examples of unacceptable jewelry include piercings of the septum, eyelid, eyebrow, lip and cheek, as well as barbells and gauges.

➤ Make-Up

- Excessive or distracting make-up is unacceptable. The determination whether makeup is distracting is made in the sole the discretion of the Dean of Students.

➤ Masks

- California will continue to require that masks be worn indoors in school settings, which also will ensure that all kids are treated the same.
- Per the California Department of Public Health (CDPH), as of July 9, 2021, all students in K-12 school settings must wear masks while in school.
- CDPH requires face coverings in specific indoor public settings and recommends that individuals wear face coverings in all other indoor public settings, regardless of their vaccination status.
- K-12 students are required to mask indoors, with exemptions per CDPH face mask guidance. Adults in K-12 school settings are required to mask when sharing indoor spaces with students.
- Persons exempted from wearing a face covering due to a medical condition, must wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge, if their condition permits it.
- Masks are expected to be a plain color with no objectionable words or symbols, political content, or candidates. The determination as to whether a symbol or word is objectionable is within the sole discretion of the Dean of Students.
- If a student loses their mask or forgets to bring a mask to school, a temporary mask or face covering will be provided at no charge to the student while at school.

Dress Code Violations:

Teachers and administrators actively monitor and enforce student dress code. Teachers will send students unable to correct a dress code violation in the classroom to the Dean of Students' Office where staff will loan the student school attire or call their parent to bring the proper attire to campus. Students not returning "loaner" items in the specified time frame will be subject to disciplinary action. In addition, if a student does not comply with the dress code, the student will face the following consequences, unless the Dean of Students determines otherwise:

1st offense – lunch detention

2nd offense – after school detention

3rd offense – three days of after school detention and parent notification

4th offense – four days of after school detention and parent notification

5th offense and beyond – three-hour Saturday detention, suspension and/or behavior contract

Dress Code offenses may result in students being sent home or serving a day of in-house suspension at the discretion of the Dean of Students. Absences due to dress code violations are considered “unexcused absences” and students will be subject to the same consequences for other unexcused absences as described in the absence policy.

MODIFIED DRESS CODES: From time to time, CBHS may institute “Modified” Dress Code days, which are described below. All Modified Dress Code attire must observe CBHS Dress Code standards of modesty, moderation, and good taste. The success of these Modified Dress Code Days depends upon students exercise of good judgment, as well as support from parents. The school reserves the right to determine whether or not a student has complied with the specific attire guidelines. Teachers will enforce student attire on these Modified Dress Code Days and students will be subject to disciplinary actions by the Dean of Students for violations.

➤ ***Liturgy Attire Days***

Students are required to dress in a specific way for school liturgies and prayer services. The purpose of these “Liturgy Attire Days” is to show reverence and solidarity when gathering together as a unified CBHS community for faith celebrations. All students (male and female) must wear the following on designated “Liturgy Dress Days”:

- **Appropriately sized Christian Brothers logo wear polo shirts. NO** T-shirts, sweaters, sweatshirts, or any other type of top other than a Christian Brothers sweatshirt or Christian Brothers jacket.
- **Appropriately sized dress pants, capris, slacks or Dockers-type khaki slacks must be worn. NO** shorts or skirts may be worn on Liturgy Attire Days.

➤ ***Jeans Days***

Occasionally, the administration may grant Jeans Days as a school privilege. On jeans days, all clothes should be neat, clean, and free of rips or tears. The administration will allow students to wear jean pants/shorts/capris. Shorts should be no shorter than mid-thigh. All other dress codes rules apply. **Logo wear must still be worn; no other tops/jackets/hats may be worn on these special days.** More specialized “theme” days may be granted (e.g., Spirit Day) that would allow for further modifications.

➤ ***“Game Day” Attire***

To promote school spirit at Christian Brothers, our student-athletes are encouraged to wear “Game Day Attire” on the day of competition and on Fridays preceding Saturday games. For “Game Day” Attire during the school day student-athletes may wear:

- Game jerseys that have sleeves with dress code pants, walking shorts, or capris.
- Team polo shirts designating sport representation with dress code pants, walking shorts, or capris.
- Students may not wear warm-up pants but may wear warm-up jackets and sweatshirts that comply with regular dress code requirements.
- All “Game Day Attire” must observe Christian Brothers dress code standards of modesty, moderation, and good taste. The above dress code is in place during school and at the competition when not in the game uniform.

➤ ***Professional Dress/Attire Days***

On occasion, teachers may assign students professional dress/attire as part of an assignment, performance or other event. Students must follow, and the assigning teacher must monitor, the following general guidelines for professional dress attire days.

Women – Slacks, Khakis, or Skirts, blouse style top, and dress shoes or “flats”

- Students may wear solid color appropriately fitting dress slacks or khakis. Students may wear solid

color professional **knee length** skirts.

- Students may wear appropriately fitting blouses or sweaters.
- Dress shoes should hold a shine and have no more than a 2-inch heel.
- No sweatshirts or jean jackets of any kind, including zip-up are considered professional attire.
- Students may wear approved CBHS dress sweaters with the appropriate above-described shirts.

Men – Slacks or Khakis with shirt, tie, and dress shoes

- Students may wear solid color appropriately fitting dress slacks or khakis.
- Dress shirts should be neat and tucked in.
- Ties should be conservative, without inappropriate writing or pictures.
- Dress shoes should hold a shine.
- Students may wear approved CBHS dress sweaters with the appropriate above-described shirts.

The Dean of Students' Office reserves the right to make final decisions regarding student grooming and appearance.

STUDENT CONDUCT

HONOR CODE OF REVERENCE, RESPECT, RESPONSIBILITY: Christian Brothers students demonstrate reverence to God, respect the dignity of others, and willingly accept full responsibility for their actions as members of our Catholic, Lasallian community. The hallmark of a CBHS student is conduct that:

- Collaborates in maintaining a welcoming, safe, clean, and orderly campus.
- Presents themselves, in word and action, as young men and women of solid character and integrity at all times.
- Preserves a prayerful atmosphere during faith celebrations that honors the solemnity of liturgies/prayer services, the presiders, and the congregants.
- Participates in school activities, assemblies and rallies, with respect, fair play and good sportsmanship appropriate for the event. (Students are expected to distinguish between the spirited atmosphere of a rally and the formal nature of an assembly.)
- Treats the entire school community with kindness, courtesy, and a helping-hand.
- Politely cooperates with the authority of administration, faculty, staff, and security officers of Christian Brothers.
- Exhibits concern for the health, safety, and well-being of all members of the community.
- Maintains a healthy and drug/alcohol-free environment. This requires a partnership between parents, family members, and the school to ensure student health and safety.

RULES OF CONDUCT: Students whose conduct whether inside or outside of Christian Brothers is detrimental to the common good or reputation of the school are subject to disciplinary action. The following offenses may result in detention, suspension and/or dismissal:

1. ***INAPPROPRIATE BEHAVIOR:*** Violations of the generally expected conduct and school philosophy, policies, rules, guidelines, procedures, and regulations in this Handbook, in any location on campus, i.e., in class, at practice, after school, etc. or off campus conduct that has an impact on Christian Brothers, its student, employees, or others within its community, are considered inappropriate behavior. This includes, but is not limited to, behavior that repeatedly interferes with learning of others, bullying, insubordination, gambling, profanity, fighting, and vulgarity.
2. ***ACADEMIC/PERSONAL INTEGRITY:*** All forms of academic dishonesty or the enabling of others to commit any form of academic dishonesty are prohibited. All incidents where a student's actions or statements compromise the expected integrity needed to be a Christian Brothers student are unacceptable. Misleading statements, forging school documents or notes, interruption of normal school business or procedures are likewise unacceptable. These violations will be subject to the consequences set forth in the Academic Integrity policy on page 14.
3. ***TRUANCY:*** Leaving the school grounds or absence from class without permission constitutes truancy. Refusal to attend class as a requirement of enrollment at Christian Brothers as well as infractions to the Closed Campus policy are likewise considered truancy and will be treated accordingly under the Attendance policy on pages 19-20.
4. ***HARASSMENT:*** Any form of harassment (see Harassment Policy on page 31).
5. ***UNLAWFUL ACTS:*** Any unlawful act that results in an arrest for a felony or a misdemeanor by any law enforcement agency as long as a student is enrolled or is an applicant to Christian Brothers violates the expected conduct.
6. ***DANGEROUS BEHAVIOR:*** Extreme rough play or reckless behavior which endangers the self or others is prohibited. Further prohibited dangerous behavior includes, but is not limited to, reckless and or unsafe driving practices on campus or in connection with any school sponsored activity, possession of any explosive or incendiary device on campus or at any school-sponsored activity,

assault with, possession of, or brandishing of a weapon or lethal instrument or “look-alikes” on campus or at any school-sponsored activity.

7. *INAPPROPRIATE USE OF TECHNOLOGY*: As set forth in the Responsible Use Policy for Technology (pages 15-19), inappropriate use of technology includes, but is not limited to, establishing personal web sites, participating in “blogs” or posting to social networking sites containing material or connections to material contrary to the mission and philosophy of Christian Brothers, cyber bullying, “sexting,” passing on appropriate content, and similar conduct. Christian Brothers strictly prohibits student use of the school’s name or logos or use that negatively impacts the school’s reputation. All students must follow the CBHS Responsible Use Policy found in this Handbook.
8. *SUBSTANCE USE*: Using, possessing, participating in any form of distribution of any controlled substances (including alcohol, marijuana, cigarettes, electronic cigarettes/vaporizers, prescription medicine, performance-enhancing drugs and/or all mind- or mood-altering substances) constitutes substance use. Students attending, organizing, hosting and/or remaining at parties where any of the above substances are present or accessible to students will be subject to disciplinary action.
9. *ABUSE OF PROPERTY*: Abuse of property includes but is not limited to any of the following: stealing or enabling others to steal, being in possession of stolen property, any form of vandalism, prank, or destruction of property.
10. *DETRIMENTAL AFFILIATIONS*: Christian Brothers will not tolerate student affiliation with individuals, groups and/or gangs that are detrimental to the positive Catholic atmosphere of Christian Brothers. Students who join, promote, or recruit others to join such groups will be subject to suspension and/or dismissal. No student on school property or at a school activity shall display articles/evidence of membership or affiliation in such groups.
11. *SERIOUS MISCONDUCT*: Other forms of conduct seriously inconsistent with Christian Brothers’ expectations or standards of students conduct or seriously contrary to the reasonable, peaceful order of the school community are subject to disciplinary action.

The school may notify the appropriate authorities for any of the above offenses.

Family members who contribute to any of these violations put the student at risk for disciplinary action. Parents who are found to be trading, selling, giving away, or otherwise distributing or offering to trade, sell, or give away, or otherwise distribute alcohol, marijuana, cigarettes, electronic cigarettes/vaporizers, prescription medicine, performance-enhancing drugs and/or all mind- or mood- altering substances may result in the dismissal of the parent’s student from Christian Brothers.

Any of the failures listed above could be severe enough that **even one offense could merit immediate dismissal**. Short of dismissal, the Dean of Students may impose any of the disciplinary consequences listed in this policy.

DISCIPLINARY CONSEQUENCES

Christian Brothers reserves the right to discipline students at any time for violations of the Rules of Conduct whether on campus or off campus, or other reasons that affect the welfare of the individual student, the School community, or the School’s reputation. The levels of discipline for certain offenses are stated below. CBHS is not required to follow progressive discipline and may apply the level of discipline it deems appropriate in each individual case as determined at the school’s sole discretion.

DETENTION: There are four basic forms of “Detention” at Christian Brothers.

➤ ***Teacher’s Detention***

Teachers may choose to hold detention for students in their rooms at break, lunch or after school as a means of correcting behavior or to deal with academic issues. Should a student fail to attend this type of detention he/she may be referred to the Dean of Student’s Office for further consequences.

➤ ***Lunchtime Detention***

Minor academic or behavior issues and first offense dress code violations will result in lunchtime detention. During lunchtime detention, students are required to perform campus clean-up in the cafeteria, on the lawn or on school grounds. Lunch detention is **the last ten minutes of the lunch period**. Failure to report for lunchtime detention may result in further lunchtime detentions or after-school detention.

➤ ***After School Detention***

Student behavior and multiple tardies may result in after school detention, which begins 10 minutes after the last school bell Monday through Thursday and lasts approximately 30 minutes. Christian Brothers allows students to delay after school detention for one day so the student may schedule or reschedule rides, co-curricular or other after-school activities and responsibilities. If a student is unable to attend an imposed after school detention due to a scheduling conflict, he/she must obtain prior approval to delay after school detention from the Dean of Students. The Dean of Students will impose additional detention days if a student misses after school detention without prior approval. The Dean of Students’ Office may assign tasks to students for the school community for after school detention. Otherwise, students must remain in the detention room. The Dean of Students’ Office will use an email notification to parents about their student’s after school detention.

➤ ***Saturday Detention***

Student behavior, including Level 1 or 2 infractions described below, repeated dress code violations, repeatedly missing after school detention or accumulation of ten (10) tardies in a semester may result in Saturday Detention. This detention will be held from 9:00 A.M. to 12:00 P.M. on pre-determined Saturdays (one per quarter). Students serving Saturday detention will assist with campus maintenance and other tasks assigned by the Dean of Students. Students who miss an assigned Saturday detention may be suspended. If the reason for tardies is due to a verifiable medical condition, the student will not be disciplined.

BEHAVIORAL CONTRACTS AND DISCIPLINARY PROBATION: Christian Brothers may place students violating the Rules of Conduct on a behavioral contract and the students are then considered on Disciplinary Probation. The Dean of Students will determine the length of probation, and the terms of the probationary contract. Terms may restrict the student’s participation in or attendance at school-related activities. The contract will also set forth expected outcomes and terms to which the student must adhere during the Disciplinary Probationary period.

SUSPENSION: Christian Brothers may suspend a student from school for violating the Rules of Conduct on or off campus. Christian Brothers will notify the student’s parents of all suspensions. Suspensions will last from one to five school days and students will serve the suspension at home or on-campus at the discretion of the Dean of Students. Christian Brothers will maintain records of suspension(s) in the student’s disciplinary file. As set forth in the Attendance Policy, days a student serves a suspension are considered “unexcused absences.” Suspensions will be followed by a minimum **one-week restriction from all co-curricular activities** including and not limited to sports teams, clubs, performing arts, school dances, retreats, etc.

DISMISSAL: Christian Brothers may dismiss a student immediately from school for any serious offense that is a violation of the Rules of Conduct and/or in conflict with the Honor Code of Christian Brothers. Christian Brothers may impose dismissal for Level 3 offense, and may impose dismissal for other offenses as well,

including based on the individual circumstances and severity and if they are repeated. Dismissal is at the discretion of the principal in consultation with the Dean of Students and will be noted on the student's transcripts and reported accordingly. The principal may offer the student the option to withdraw prior to dismissal, but the decision to offer withdrawal rests solely with the principal and Dean of Students. Whenever there are grounds for dismissal, the Dean of Students, on behalf of the principal, shall provide to the student and his/her parents a written "Notice of Intent to Dismiss. The student and his/her parents may submit an appeal in writing to the principal.

Dismissed students are prohibited from entering and remaining on the CBHS campus at any time unless prior approval has been granted by the principal or designee.

LEVELS OF DISCIPLINE:

Level 1 Infractions: Level 1 infractions are minor violations of behavior expectations that disrupt the learning environment. Level 1 infractions include but are not limited to the following:

- Tardiness
- Unexcused absence(s)
- Dress code violation(s)
- Class disturbance(s)
- Misuse of electronic devices
- Profanity
- Other inappropriate behavior

Most Level 1 infractions should be handled by the teacher. For Level 1 infractions, teachers may assign the student Teacher Detention or refer the student to the Dean of Students' Office where the student may be assigned Lunch Detention or After School Detention.

Level 2 Infractions: Level 2 infractions are serious violations of behavior expectations that include but are not limited to the following:

- Academic dishonesty
- Disrespect to faculty/staff
- Excessive profanity
- Disrupting school or classroom activities
- Repeated or ongoing Level 1 infractions
- Play fighting, dangerous behavior
- Truancy/cutting class
- Inappropriate use of technology
- Verbal altercation or intention to fight

Teachers and administrators should report students who commit Level 2 infractions to the Dean of Students Office. After the assigned Dean of Students investigates the incident, he/she will determine appropriate consequences. For Level 2 infractions, consequences include but are not limited to Detention, Saturday Detention or Suspension.

Level 3 Infractions: Level 3 infractions are major violations of behavior expectations and almost always result in suspension and may result in expulsion. Level 3 violations include, but are not limited to the following:

- Fighting and/or causing physical injury
- Use, possession, or distribution of alcohol, drugs, or tobacco in any form
- Possessing weapons of any kind (guns, knives, pepper spray, or mace)
- Property damage, vandalism, or theft

- Theft, robbery, or extortion
- Harassment/Bullying (subject to Level 1, 2 and or 3 consequences, as determined by the Dean of Students)
- Threatening harm to a student, teacher, staff member, or school administrator
- Detrimental affiliation, repeated use of symbols, writing, or paraphernalia

Teachers and administrators should immediately report or take students who commit Level 3 infractions the Dean of Students' Office for disciplinary action. The teacher or administrator must provide a completed report, written or verbal. After the Dean of Students investigates the incident, he/she will determine the appropriate consequence.

Student disciplinary issues are private matters. CBHS does not disclose student disciplinary procedures or outcomes with other CB families.

Restorative Practices:

While consequences serve in holding students accountable, we believe the most important element of discipline is *teaching the lesson*. To that end, we may use Restorative Practices in various responses to discipline on campus. Restorative practices promote belonging over exclusion (i.e., out of school suspension), and encourage meaningful personal accountability.

Restorative Practices often use small groups following disciplinary issues to talk with students involved about the causes of the issues, and identify positive solutions to repair the harm done to the community through responses such as mediation, educational programs, community service, conflict resolution, etc. These sessions are typically facilitated by a counselor, or a member of the staff or faculty as deemed appropriate. Participants in group circles may include peers, student leaders, parents, faculty, staff, administrators, or other community stakeholders.

Restorative Practices:

- Focus on the belief that those affected by harm can work together to repair it and that this collaboration leads to true accountability
- Look toward restoring a sense of harmony and well-being for all those affected by a hurtful act rather than only assigning blame & dispensing punishment
- Provide families, schools, and communities a way to promote accountability while at the same time breaking the cycle of retribution
- Supports belief in the resilience of students and their capability to solve problems

SEARCHES: Lockers and desks are the property of Christian Brothers and subject to search at any time. Students do not have any expectation of privacy in the use or storage of belongings in these locations. Christian Brothers reserves the right to inspect any lockers, desks, or any school property on the physical plant and grounds of the school. Christian Brothers may also search student book bags, backpacks, purses, clothing, cellular telephones and personal technology devices, automobiles, and other property on campus or at off campus school activities, if the school has reasonable suspicion that a student has violated any school rules. In the case of reports that a student has engaged in conduct which threatens the safety of the school and its students, Christian Brothers may confiscate a student's personal property and turn it over to law enforcement. Christian Brothers reserves the right to employ professional detection services to further protect the community. This service is used by the other Catholic high schools in the Sacramento area and is done to help promote a healthy and safe environment for the community.

REQUIRED TESTING FOR SUBSTANCE ABUSE: Possession and/or use of illegal drugs and/or alcohol on campus or attending school or class, including school activities on or off campus, under the influence of illegal drugs or alcohol is prohibited and will result in immediate discipline up to dismissal. Illegal drugs include prescription drugs without a valid prescription and the use of prescription drugs not in compliance with a valid prescription. Illegal drugs also include marijuana and any other cannabis product which may not

be possessed, used, or cultivated in or near schools.

If the school has reasonable cause to believe that a student is under the influence of drugs or alcohol, it may require that student to submit to a drug and/or alcohol screening test. "Reasonable suspicion" shall mean a belief based upon facts gathered from the totality of the circumstances that would cause a reasonable faculty member, administrator, or other employee to suspect that the student is under the influence of drugs or alcohol. Christian Brothers will notify parents of the drug test. A failure of the parents to permit the student to be tested or, if tested, for the school to receive information regarding whether the student passed or failed a drug and/or alcohol test may be treated as a failure to comply with a drug and/or alcohol testing requirement. Any tampering of the collections sample will be considered a positive test. Students with a positive test result will be subject to the school's disciplinary policies. All fees associated with drug testing will be the responsibility of the parents.

SOCIAL MEDIA POLICY: This policy applies to all students of CBHS in their use of the internet, social media, and electronic communications, regardless of whether that use is through devices and resources of CBHS or any other devices or resources.

Adhere to CBHS Policies and Regulations: To the extent student internet, social media, and electronic communications use affects other CBHS students or employees, CBHS families, or their participation in the CBHS community through work, education, or otherwise, students are required to follow CBHS policies, regulations and rules, including but not limited to the provisions of this Policy, CBHS's Honor Code of Reverence, Respect, and Responsibility, CBHS's Code of Conduct, and CBHS's Harassment Policy. If a student engages in any use of the internet, social media, or electronic communications that creates a substantial disruption at CBHS or materially interferes with CBHS activities, that reasonably leads CBHS to foresee such disruption or interference, or which interferes with the rights of students, employees, or CBHS families, CBHS may take steps to address the disruption, including disciplinary action against the student. This includes, but is not limited to, any statements, comments, photographs, images, videos, or audio recordings that a student posts online or distributes via social media. Distribution or posting of embarrassing or mean-spirited electronic communications can adversely impact the target or subject and the sense of community that CBHS strives to maintain.

Students Must Not Engage in Unlawful Conduct, Including Threats: Students cannot post statements, photographs, video, or audio that reasonably could be viewed as violating the law, such as unlawful threatening conduct. Examples of unlawful threatening conduct includes posting material that would make a reasonable person afraid for his or her safety or the safety of his or her family.

Students Must Not Engage in Bullying of Fellow Students: Students are prohibited from engaging in conduct that violates CBHS's Code of Conduct, including bullying. Bullying of students of any age in the school environment can cause psychological and personal harm and can serve as an obstacle to their success in school.

Students Must Not Make Inaccurate or Defamatory Statements: Students shall not communicate any information or rumors that they know to be false about their fellow students, faculty, employees of CBHS, or anyone. Students must strive for accuracy in any communication, be it a blog entry, post, or comment. If a student makes a mistake, he/she shall correct the information, or retract it promptly.

Students Must Not Infringe Others' Rights or Privacy: Students shall not disclose information that may violate student, CBHS family, or employee rights. For example, students shall not disclose another individual's social security number, medical information, or financial information in a manner that violates that person's privacy rights.

As a recommendation, if a student would like to keep his or her personal life separate from his or her school

life, he/she should use privacy settings to restrict personal information on public sites. In addition, students should consider whom they invite or accept to join their social network, as those individuals will have access to the student's profile, photographs, etc. Students must understand that even if they have private settings, individuals they invite into their network can easily, print, save, cut, paste, modify, or publish anything they post. Also, as a general matter, students should consider that their online reputation may follow them into their future academic, personal, and professional life, including the college admissions process. Material can be archived on the Internet even after it is removed, and search engines can turn up posts many years after they are created. For all these reasons, it is best to use discretion and judgment in on-line posting and activity.

HARASSMENT POLICY

Christian Brothers of Sacramento is a Lasallian Catholic community. We are committed to providing an environment that is free from harassment in any form. Harassment of any faculty or staff member or any student by any faculty or staff member or any student is prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action, up to and including dismissal. Faculty, staff members or students found to have filed false or frivolous charges may also be subject to disciplinary action, which for students includes disciplinary action up to and including dismissal.

Harassment occurs when an individual is subjected to treatment or an environment that is unwelcome, hostile or intimidating based on the individual's actual or perceived age, race, creed, color, national origin, physical appearance, mental or physical disability, gender, military and veteran status, marital status, gender expression, sexual orientation, or any other basis protected by federal, state, or local law. Harassment can occur any time during school or during school-related activities or on non-school time, if it has an impact on Christian Brothers, its student, employees, or others within its community. It includes, but is not limited to, any or all of the following:

Verbal Harassment: Derogatory comments and jokes; threatening words spoken to another person, epithets, slurs, stereotypes, insults, or labels based on an individual's protected classification(s), threats of physical harm or statements designed to intimidate, abuse, or humiliate another, whether communicated verbally, in writing, electronically, or in posters, cartoons, drawings, or gestures. This may include comments on appearance, including dress or physical features, or dress consistent with gender identification, or stories and jokes, focusing on race, national origin, religion, gender, or other protected classifications identified in this policy.

Physical Harassment: Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, stalking, or any intimidating interference with normal work or movement.

Visual Harassment: Derogatory, demeaning, or inflammatory posters, cartoons, written words, drawings, and/or gestures.

Sexual Harassment:

Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from or in the work or educational setting, under any of the following conditions:

- Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.

- Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
- The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.
- Sexually harassing conduct can occur between students of the same or different sex or gender.
- Sexual harassment may include, but is not limited to:
 - Unwelcome verbal or written conduct, including by notes, letters, e-mails, text messages, social media postings, such as suggestive comments, derogatory comments, sexual innuendos, slurs, or unwanted sexual advances, invitations, or comments, pestering for dates, making threats, spreading rumors about or rating others as to sexual activity or performance.
 - Unwelcome visual conduct such as displays of sexually suggestive objects, pictures, posters, written material, cartoons, or drawings, graffiti of a sexual nature, or use of obscene gestures or leering.
 - Unwelcome physical conduct such as unwanted touching, pinching, kissing, patting, hugging, blocking of normal movement, assault, or interference with work or study directed at an individual because of the individual's sex, sexual orientation, gender, gender identity, or genderexpression.

It is the responsibility of employees and students to:

- Conduct themselves in a manner conducive to fostering a Catholic/Christian community.
- Avoid any activity that may be considered harassment.
- Consider immediately informing anyone harassing him or her that the behavior is offensive and/or unwelcome.
- Report all incidents of discrimination or harassment to the appropriate school authorities immediately.

Complaint Filing and Reporting: Alleged incidents of harassment whether by another student, employee, or other member of the Christian Brothers community are to be reported directly to the Dean of Students, a Christian Brothers counselor, or the principal, orally or in writing. After receiving a report of harassment of a student, Christian Brothers may request clarification or conduct an initial inquiry and review, and if the conduct alleges a violation of this policy, Christian Brothers will conduct an investigation. While CBHS does not limit the time frame for reporting, immediate reporting is helpful as CBHS may not be able to investigate as thoroughly or consider as wide range of corrective actions the longer the time that has passed between the alleged misconduct and the report. The Anonymous Alerts system allows for reporting of harassment but note that if the choice is made to remain anonymous, it may severely impact the ability to investigate the matter in a timely and effective matter.

Interim Measures: Christian Brothers may provide appropriate interim support and reasonable protective measures, if and as needed based on the particular applicable circumstances, to protect against further acts of harassment or acts of retaliation, to provide a safe educational environment, and/or to protect the integrity of

an investigation. This may include suspension of the accused student pending and/or during an investigation or other appropriate interim measures. The necessity and scope of any interim measures will be determined in the sole discretion of Christian Brothers.

Investigation Process: An investigation of alleged harassment of a student may be conducted by designated Christian Brothers personnel or by an outside investigator, in the sole discretion of Christian Brothers.

Students and parents are expected and required to cooperate in any investigation as needed. Any individual who is interviewed during the course of an investigation is prohibited from discussing the substance of the interview, except as otherwise directed by the investigator or the Dean of Students or principal, or as necessary in relation to any administrative or legal proceedings or as otherwise required by law. Any individual who discusses the content of an investigatory interview or who otherwise fails to cooperate with the investigation may be subject to disciplinary or other corrective action.

After an investigation is completed, CBHS will determine what if any action to be take, and, if called for, take appropriate disciplinary or other corrective action. The type of disciplinary or other corrective action will be determined in the sole discretion of CBHS. Following an investigation, the person filing the claim will be informed in general terms of the outcome of the investigation.

Confidentiality: Reports of harassment will be kept confidential, except as needed to conduct an investigation, take interim measures, notify parents and students alleged to be involved, take safety measures, take corrective action, conduct ongoing monitoring, or as necessary in relation to any administrative or legal proceedings, as otherwise required by law, or to contact law enforcement.

No Retaliation: Christian Brothers prohibits any retaliation against individuals who make a complaint in good faith or participates in the complaint or investigation process under this policy. Any individual who believes he/she is being retaliated against should contact the Dean of Students, President, Principal, or Counselor immediately. Retaliation includes, but is not limited to, taking sides against an individual, spreading rumors about or shunning or avoiding an individual, or making real or implied threats of intimidation towards an individual, because that individual reported harassment or discrimination or participated in an investigation related to a report of harassment or discrimination. Individuals who violate the no-retaliation policy shall be subject to appropriate disciplinary or other corrective action, as determined within the sole discretion of Christian Brothers.

ADDITIONAL POLICIES AND INFORMATION

ANONYMOUS ALERTS®: This Student anti-bullying and safety reporting mobile app helps combat bullying and other negative activity by empowering students to come forward to help themselves and other students. **Students or parents can anonymously submit alerts** about suspicious activity, safety threats, bullying, alcohol or drug use, depression, harassment, family issues, campus safety concerns and self-harm issues to CB administrators and/or counselors. Students can establish **anonymous 2-way communications** with a school official about an incident. The Anonymous Alerts® mobile app is available for free to download from the Apple Store, Google Play store, and the Chrome store. **The activation code is “christianbhs”.**

Safely Back-to-School App: Prior to stepping on to the CBHS campus, students are required to check their own health status by using the Safely Back-to-School app. The app can be obtained through the Apple store or from the Google Play store. This app enables the users to take a quick health assessment based on the CDC’s COVID-19 symptoms checker to make informed decisions to enter the CBHS campus. It also gives an option to school admins to provide a wellness assessment to monitor student wellness so that they can provide assistance, if required. Students must show faculty/staff their “green badge” generated through answering questions provided by the app before entering the CBHS campus. A green badge indicates that the student is not ill or does not have any Covid-19 symptoms. If a student receives a “red badge”, the

student is not allowed on campus, should return home, and inform the CBHS Attendance Office immediately of the “red badge” results. If a student has tested positive for COVID-19, the student/family must follow established COVID-19 Public Health Guidance for K-12 Schools in California and report it immediately to the Attendance Office and then follow COVID-19 protocols.

STUDENT IDENTIFICATION: Each student must have a student body card in his/her possession at all times while on campus or at athletic contests and co-curricular activities. **It is imperative that students carry their student body card at all times and provide it upon the request of any Christian Brothers faculty or staff member.** Students will also use student body cards to check out books from the Petrocchi Learning Commons and to purchase dance tickets. Student identification is required for entry to all Catholic Open High School Dances (see page 36), including Christian Brothers dances. ***A student will not be allowed into any dance without his/her student body card.***

At any time, Christian Brothers may restrict or revoke students’ student body privileges. Any student who loses his/her student body card must purchase a replacement card from the Dean of Students for \$10.00 dollars.

STUDENT RESIDENCE: The school expects its students to reside with parents or authorized guardian while enrolled in Christian Brothers. If a student is temporarily not residing at home, parents are required to notify the Attendance Office of the name and telephone number of the adult responsible for the student.

LEGAL CUSTODY ISSUES: Christian Brothers abides by the provisions of California Law with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to a student’s academic and other pupil records and other school information regarding his/her child. If there is a court order specifying that there is to be no information given or a limitation on the information given, **it is the custodial parent’s responsibility to provide the school with a court-certified copy of this court order.**

STUDENT ARRIVAL AND DEPARTURE: Students are **not** to arrive on campus prior to 7:45 A.M. unless they are participating in a supervised activity (general campus opens at 7:45 A.M.). **Students must leave campus or be picked up promptly at the conclusion of the school day unless they are remaining on campus for a supervised activity.** After school hours, unsupervised classrooms, hallways, and stairwells are out of bounds.

When dropping students off or waiting to pick them up in front of the campus, parents must **pull cars as far forward and to the right as possible.** Parents may not double park or stop behind cars in the marked parking spaces. A traffic lane must always be kept open. *After 5:00 P.M. for student safety, the front gate is locked, and students should be picked up from the student parking lot near the Jack Witry Field House in the back of campus.*

CLOSED CAMPUS: For the safety of students, Christian Brothers maintains a closed campus. **Once students arrive at school, they may not leave the school grounds without specific permission from the Dean of Students. This includes any “late start days” or “special schedule days.”** Upon arrival, students are to go immediately to the campus proper (classrooms, lockers, cafeteria), and may not remain in the parking lot. Students leaving campus during the school day without approval will be deemed truant and subject to disciplinary action. **All visitors must obtain a guest pass from the Front Office upon arriving on campus.**

BOUNDARIES: The areas listed below are considered out-of-bounds for students during the school day unless going to and from class, or otherwise stated by a teacher or an administrator:

1. All parking lots
2. Any of the fields east of the fire lane
3. Ron Limeberger ’53 Gymnasium and locker rooms, Witry Field House (unsupervised)
4. Area in front of school, beyond the gates

5. Student vehicles parked off school grounds
6. Areas deemed unsafe or inappropriate

Prit Market and Special Food Mart on Martin Luther King, Jr. Boulevard and Oak Park Market on 12th Avenue are always off limits to CB students during CB school hours.

TRANSPORTATION TO/FROM SCHOOL: Parking lots designated for student use are on the south end of campus and in front of Brother Bertram Hall. The lot on Martin Luther King, Jr. Blvd. in front of the main school building and on the north end of campus next to the STEM wing are not for student use. Loitering is not permitted in any parking lot.

Bicycle parking is located in the racks between the STEM wing and the school administration wing. Students may not ride skateboards on campus, and they must be stored during the school day. For parking of motorcycles and scooters, students should see the Dean of Students.

VEHICLE REGISTRATION AND STUDENT PARKING REGISTRATION: Parking on campus is a privilege. Students must register any vehicles they plan to park in Christian Brothers parking lots with the Dean of Students. Students and families are encouraged to carpool to help relieve the stress on the limited number of parking spaces. The cost of a parking pass is \$25.00 per year. Students may replace lost/stolen permits for an additional \$10.00 fee. Once registered, each student will receive a parking permit that is to be displayed from the vehicle's rear view mirror. In addition, the Dean of Student's Office will issue temporary daily permits. Students using parking areas accept full responsibility for their vehicles, including those which must be left overnight, and are advised to take appropriate precautions to protect their property from theft and vandalism. Christian Brothers is not responsible for damage or theft to any vehicle parked in school parking lots, or the contents of vehicles parked there. Parking lot violations include: 1) Failure to display the required valid parking permits; 2) Parking in designated handicap spaces; 3) Parking in a no parking zone; 4) Parking in a fire lane; 5) Blocking entrances to buildings or driveways; 6) Unauthorized parking in a reserved parking area; 7) Blocking access to trash/recycling receptacles; 8) Improperly parked vehicles; or 9) Other misuse of student parking lot. Students demonstrating excessive speed, careless/reckless driving, or continuous disregard for parking safety regulations may have their parking privileges revoked, and/or face disciplinary consequences through the Dean of Students.

Street parking is available on either side of Martin Luther King Jr., Blvd. directly in front of the campus property. ***Students are strongly discouraged from parking on side streets or into the surrounding neighborhood.***

ACCESS TO SCHOOL CAMPUS, PROPERTY, AND EVENTS: Christian Brothers reserves the right to prohibit individuals, including parents from entering the school campus or other school property, or to prohibit individuals from attending or participating in school sponsored events/activities that occur off campus, when the presence or actions of such individual(s) poses a threat to the health, safety, well-being, or security of Christian Brothers, its employees, students, their community members, or property, interferes with the educational program, work or learning of the school's faculty, staff, or students, or is otherwise necessary as determined by Christian Brothers administration. All decisions to prohibit an individual, whether on a permanent or temporary basis, will be made by the President or Principal, in his or her discretion.

STUDENT WORK PERMITS: Christian Brothers issues work permits through the Registrar's Office for students under age 18 who have part-time jobs. Once the student obtains a promise of employment, he/she will obtain a *Request for Work Permit Form* to be completed and signed by the student, employer, and parent, and returned to the school. Upon review and verification, the Registrar will issue the Permit to Employ and Work to the student who will provide a copy to his/her employer.

CAFETERIA AND FOOD SERVICE: Food service is provided by the **Epicurean Group** in the school cafeteria. Students are expected to cooperate with all staff and faculty to maintain a clean and orderly cafeteria environment. During the morning break, the cafeteria serves a variety of snacks, beverages, and breakfast meals.

Lunches feature a variety of healthy and seasonal meal options such as main dishes, sandwiches, salads, etc. For the 2021-22 school year, **students may purchase meals on campus by creating a free [MySchoolBucks](#) account and securely adding money to their meal account online or with the mobile app.** When creating an account, add your student(s) using their school name and student ID number. Funds may be added using a credit card, debit card, or electronic check. Note: For each transaction, you will be charged a program fee. If you need assistance with MySchoolBucks, you can find helpful how-to videos and answers to commonly asked questions by visiting [MySchoolBucks.com](#) or contacting them directly at (530) 613-6691.

LITTERING: A clean and safe environment is the responsibility of all. Respect for self, others, and the school environment dictates that students dispose of trash in the appropriate trash and recycling containers.

OUTSIDE DELIVERIES: Deliveries of outside food (e.g., pizzas, drinks, fast food, etc.), balloons, flowers, or other “special deliveries” are **not permitted**.

FOOD AND DRINKS: Chewing gum is not allowed on campus at any time. Generally, food and drinks are not allowed during class time in the classrooms (except for special classroom curricular events) or in the Virgil & Faye Petrocchi Learning Commons.

LUNCHTIME: Loitering is prohibited in all classroom and administrative hallways during lunch. **Due to the implementation of the split lunch system, students should not go to their lockers while lunch is in progress. Locker privileges for first lunch students are the first 5 minutes of lunch. Locker privileges for second lunch students are the last 5 minutes of lunch.** It is the responsibility of each student to respect the classes in session during lunch. Students may use the student store, restrooms, and Learning Commons during their lunch period.

LOCKERS: Christian Brothers provides courtesy lockers for each student. The school will not be responsible for any loss, theft, or damage to books or other personal property, and the administration reserves the right to search any student locker. Students assume responsibility for the defacement or damage to the lockers and will be billed for any charges related to defacement or damage. Improperly functioning lockers should be reported to the Dean of Students. **For security purposes, the school requires that students purchase a lock only through the Student Store.** Non-school locks will be removed, and the locker will be secured with an approved school lock. Students will have to come to the Dean of Students Office to obtain the new combination and pay for the new lock. **No locker changes are to be made without first obtaining permission from the Dean of Students’ Office.** Failure to comply could result in a suspension of locker privileges. Students are required to clear out their lockers by the last day of school. After the last day of school, anything remaining in the locker will become the property of Christian Brothers. CB reserves the legal right to donate, or give away, items left in the lockers at the end of the school year.

RESTROOMS: The following sets of restrooms are generally available for students’ use during the school day: 100/200 classroom wing, 300/400 classroom wing, upstairs and downstairs in the STEM wing, and between 801/802 of the George Cunningham ’40 Performing Arts Center. Restrooms in the Locker Rooms are only for the use of students during P.E. classes and approved team sport activities. Restrooms in the Limeberger Gym, Witry Field House and Cunningham Center are only for use during designated school events or activities.

TEXTBOOKS: Students may purchase textbooks through Christian Brothers’ official online bookstore, [mbsdirect.net](#), or any other vendor offering the exact ISBN number. **Each student should place his/her name prominently in several places in each textbook as soon as it is purchased** to help prevent loss or theft of books. The school’s “Lost and Found” is located in the Main Office. Upon completion of classes, students may keep their books, sell them back through the [mbsdirect.net](#) buy-back program, or donate them at the end of the school year.

The school does not assume responsibility for lost or stolen textbooks, calculators, or supplies. Students should always be mindful of their property and take care to keep their property within sight and not leave belongings unattended.

STUDENT HEALTH CONCERNS: Students whose absence from school is due to a contagious disease (e.g.,

Covid-19, chicken pox, influenza, hepatitis, pink eye, mononucleosis, strep throat, or any other medical illness) will be asked to present a physician's release before being allowed to return to school. In certain instances, students who are experiencing mental health issues will be required by the school to present medical clearance to return to school to make sure that the student's life, health, and safety issues have been professionally addressed by a licensed physician.

PRESCRIPTION AND OVER-THE-COUNTER MEDICATIONS: Parents must identify which prescription and over-the-counter medications their child is taking through the FinalForms medical information system. Parents must update this information through the FinalForms website whenever the type or dosage of their child's prescription and/or over-the-counter medications changes.

As a matter of student safety, parents must bring prescription medications to the Attendance Office where the parent will complete a *Release for Medication in School* form, one for each medication. All medication must be in the original container and must have a current prescription label attached. Christian Brothers staff will secure the medication and administer it to the student according to the directions printed on the label and any special instructions from the parent. Students may carry medication for life-threatening attacks (i.e., asthma inhaler, epi-pen, etc.) with them on campus.

PREGNANCY: Acknowledging that human life at all stages, including the human fetus, is a sacred gift from God, and recognizing that abortion is never an alternative at any stage of pregnancy, pregnant students deserve and need the full support of the administration, teachers, and other students. Ordinarily, the expectant mother will be allowed to remain in school. This is not to condone pregnancy outside of marriage but is meant to underscore the sacred gift of life of the unborn child and to extend love and compassion to those involved. If attendance in the classroom is judged not to be in the best interests of the student or the school community, other arrangements will be made. The school will continue to assist the student through graduation, including the ceremony itself and other related school activities. Counseling will be required of these students.

Any student who publicizes or advocates an abortion either planned or already obtained may be dismissed. This policy pertains to the boy or girl directly involved or to any student spreading rumors about a supposed abortion.

IMAGE USE POLICY: There are occasions when school officials or news media officials are on campus to interview, photograph and/or videotape students for print and broadcast stories as well as for display on the CBHS and District of San Francisco New Orleans website and social media accounts. If you would like to withhold authorization for your son/daughter to appear in school publications and displays or media news reports, please contact the CBHS Director of Admissions and Communications at 916-733-3695.

MEDIA, VISUAL & PERFORMING ARTS:

- Openings for special activities are limited to currently enrolled students in good standing.
- Students participating, casted in or selected for Art and Talent shows, Choral and Instrumental concerts or Theater and Media productions are at the discretion of the adult leader, instructor, director, or moderator. The adult leader (Instructor, Moderator, Director) shall determine who participates and in what capacity, based on relevant criteria and at their own discretion. In some cases, outside Judges will be tasked with making selections for shows. These decisions will be based on standards of Christian Brothers High School, relevant criteria and at their own discretion.

- Whenever a student has a question about their selection in an MVPA co-curricular activity, the student should go to their respective adult leader for an answer. If the question remains unanswered, the student can request a meeting with the MVPA Department Chair. If after these initial two meetings, a student still needs assistance, a parent/guardian may contact the Department Chair.

ROLE OF SECURITY: It is the expectation of Christian Brothers that while on campus or involved with a school event that all students follow the instructions or directions made by the security staff as is expected with any other staff member. The private security company has several responsibilities that include but are not limited to:

- Act to promote general safety for those on campus.
- Contribute to the general positive environment of the school.
- Protect CBHS community members and property from outside threats.

Pets/Animals: No dogs or other pets are allowed on campus at any time. This includes emotional support, companion and/or therapy animals except for guide dogs, signal dogs and/or service animals. Service animals that are specifically trained to aid a disabled person are welcome.

LASALLIAN STUDENT LIFE OFFICE

MISSION STATEMENT

The foundation of the Lasallian educational mission is the spiritual development of students, rooted in the Catholic tradition. The Lasallian Student Life Program at Christian Brothers unifies and promotes the faith, service and community aspects of our school, providing a dynamic and diverse opportunity for student participation. This program meets Christian Brothers' need for a vital and viable student life experience

through which students develop leadership skills, are empowered to take pride and ownership of their school, and sponsor programs that meet their needs. This model manifests the Lasallian core principles, helping students to know, articulate and live the mission of our school.

Christian Brothers Lasallian Student Life Office consists of three integral components in a single program: faith, service, and community. Together, the Lasallian Student Life Office works collaboratively with students to organize, promote and present multiple student events and experiences throughout the year. Students will be given an authentic experience of spiritual growth, an experience of service to the community, and participation in the communal and fraternal life of the school.

The LSO works to experience and encourage student life at Christian Brothers High School through the experience of works of faith, charity, and community. The LSLO develops an environment of spiritual growth, personal relationship with Christ, and works to promote a communal life through the experience of their community, immersion into acts of service, and communal life through ministry and worship.

The LSLO provides opportunities for Christian Service that is rooted in scripture and founded on the life of Christ, as we teach students to understand service through His example by building foundational relationships for the sake of love and justice for others based on the foundation of Catholic Social Teaching. Through programs such as VENAVER faith-based immersion opportunities, service clubs, team outreach, and being a part of the Social Action Leadership Team (SALT), students will develop critical and creative thinking skills in their faith through action as well as serving other communities as an attribute of Lasallian education.

The LSLO also provides an environment where spiritual growth and vocational discernment are encouraged and nurtured for students, faculty, staff, and families. As a part of the Christian Brothers community students, faculty, staff, and parents, will be invited to a deeper union and understanding of self, others, and God through liturgies, prayer, and retreats. Christian Brothers offers a robust and comprehensive four-year retreat program and affords students with numerous opportunities for involvement in spiritual leadership.

Lastly, the LSLO supports an extensive co-curricular activity program that is designed to provide students with opportunities for self-expression, leadership, and service in the Lasallian tradition, which will complement their academic work. Through the Lasallian tradition, the practice of the Catholic faith and the Lasallian Core Principle of Faith in the Presence of God, Concern for the Poor and Social Justice, Respect

for all Persons, Quality Education, and Inclusive Community, The Lasallian Student Life Office works in service to the faculty, staff, students, and families of our Christian Brothers Community.

Lasallian Student Life Office Activities Programs

Lasallian Student Life Council is comprised of both elected and appointed students of all grade levels. LSLC students are committed to providing leadership to their classmates and working to support the Five Core Lasallian Principles. LSLC students receive training, support and recognition in an effort to develop their leadership skills and promote the Lasallian school culture. LSLC meets regularly and develops activities including Freshman Lock-in, school dances, Homecoming Week activities, spirit rallies, class level activities and much more. The LSLC is comprised of the ASB Council and a Class Council at each grade level. A list of LSLC officers is available on the Christian Brothers High School website.

Co-Curricular Activities: One of the Core Principles of Lasallian education is inclusive community. To promote the dignity and worth of each member of the Christian Brothers community, the Lasallian Student Life Office is committed to supporting clubs and activities that represent the diverse ethnic and cultural composition of the school's community. Clubs and organizations provide many opportunities for student participation. A list of Christian Brothers clubs, non-club organizations, and other student activities and events, will be updated regularly on the Christian Brothers High School website.

CATHOLIC HIGH SCHOOL OPEN DANCES: The four (4) Catholic high schools (Christian Brothers, CristoRey, Jesuit, and St. Francis) hold age-appropriate dances throughout the school year. All four schools have accepted a common set of expectations and practices to help provide the best possible environment for healthy social interaction between the schools. All Catholic High Schools ask that students use good judgment by dressing and behaving in a respectful manner.

GENERAL GUIDELINES

1. Dance time: 7:00 – 10:00 p.m. No admittance after 8:00 p.m. and no dismissal before 9:30 p.m.
2. Typically, the cost is \$10.00, and each student may only buy one (1) admission.
3. Students may not arrive or depart in rented vehicles, limousines, buses, or RV's.
4. Absolutely no admittance without a current student ID (Student Body Card).
5. To enter the dance, students will pass through a dress code check, an ID check, and an admission ticket check.
6. Bags and purses may be inspected at the door.
7. Schools may use breathalyzers and the services of security dogs to detect drugs, alcohol, or other contraband items.
8. Student Body Cards will be confiscated for inappropriate behavior or dress. Cards will be held in the Dean of Students Office and consequences and sanctions for violations will be determined by the Dean.
9. Students must always follow the directives of the adult prefects and security personnel.

DRESS CODE: Students wearing the following items **will not be admitted** to the dance or may be asked to leave:

- Skirts, dresses, and shorts that are too short. The length must be no shorter than mid-thigh. Note: leggings do not change the length rule.
- Tops that expose the stomach, back or chest: halter or backless, tube or strapless, one shoulder, crop tops or those with straps less than 1-inch wide.
- Clothing with references to alcohol, sex, drugs, racist and/or sexist remarks.
- Clothing that sags, bags, or is low-cut so that it exposes undergarments or excessive skin.
- Clothing that is excessively tight.

- Any manner of hand decorated apparel.
- Glow, strobe, flashing, or light accessories of any kind.
- Removal of clothing revealing any of the above.
- Appropriate dress is determined by host school staff. If a specific dress code is required for a dance, the host school will announce it in advance.

BEHAVIOR CODE: Students exhibiting the following may be asked to leave:

- Straddling or wrapping legs around another person.
- Inappropriate physical contact, such as lap dancing.
- Lying or sitting on tables or floors.
- Removal of clothing revealing a dress code violation.
- Possession or use of alcohol, drugs, tobacco, electronic cigarettes/vaporizers, or other contraband items.
- “Moshing”, front-to-back dancing, grinding, sandwiching, freaking, break or circle dancing or other types of dancing that are lewd or potentially dangerous.

THE HOST SCHOOL’S FACULTY AND STAFF HAVE THE FINAL SAY CONCERNING APPROPRIATE STUDENT DRESS AND/OR BEHAVIOR.

SPECIAL EVENT STUDENT DANCES: Christian Brothers may host “special event” student/guest dances each year including Homecoming Dance, and Upper Division Ball. Catholic high school students may be invited to attend these dances with a Christian Brothers student-host.

If a Christian Brothers student wishes to bring a student from a non-Catholic high school to one of these dances, the student is required to submit a non-Catholic high school guest contract to the Assistant Dean of Student Life by the stated deadline for pre-approval. The limit is one guest per Christian Brothers student. Guests must enter with their host student. Dances at Christian Brothers are high-school-age-appropriate events.

All students and guests must fulfill the following requirements:

- May not arrive or depart in rented vehicles, limousines, buses, or RV’s to **any dance**.
- Be currently enrolled in high school (9th – 12th grade). Freshmen cannot attend dances with seniors. Freshmen cannot attend Upper Division Ball.
- Be a student in good standing, verified by the school administration.
- Have a current and valid student identification card from the student’s/guest’s high school.
- As a courtesy, Christian Brothers will allow graduates from the four local Catholic high schools (CBHS, Cristo Rey, Jesuit, St. Francis) *from the previous year’s graduating class only* to attend. These graduates must submit a dance contract, which includes verification from the School’s administration that they were in good standing upon graduation by the stated guest contract deadline. Guests may be no older than 19 years of age. These guests must also provide valid photo identification that includes their date of birth.
- Behavior Code listed above applies to semi-formal and formal dances.

Homecoming Dance dress code is semi-formal and **Upper Division Ball** dress code is formal.

Formal Dance Dress Code – *Students should use thoughtful judgment by dressing in a respectful, neat, classy manner:*

- Dress shoes are expected. A second pair of dancing shoes is allowed.
- Students may wear a tuxedo or suit and tie.
- Students may wear a formal dress that is modest, appropriate to one’s body type, and generally in good taste. Halter, strapless, and spaghetti strap dresses are allowed.

- Absolutely no short, tight dresses will be allowed at this formal dance.
- Appropriate undergarments fitting the dress are to be worn.
- Dresses with low backs must not go below the middle of the back. There may be no “cut- outs” on the dress.
- Dresses must extend below the knee and slits cannot be open more than 3” above the knee.

Students wearing the following will not be admitted to the dance:

- Excessively tight dresses or short dresses.
- Midriff-bearing clothing or sheer/see-through cloth unless it is lined; no denim
- Plunging neckline; dresses must be as high as the arm pits/shoulder blades in front and back
- Exposed Undergarments
- Hand-decorated clothing (tops with slogans painted/printed onto the garment) or glow accessories

Christian Brothers Formal Dance Dress Code – *Christian Brothers asks that students use thoughtful judgment by dressing in a respectful, neat, classy manner. **Formal means conservative, formal attire.***

- Everyone is to wear dress shoes. (Absolutely no tennis shoes—it does not matter how expensive or “shiny” they are.) A second pair of dancing shoes will be allowed.
- Students may wear a tuxedo or suit and tie
- Students may wear a formal dress that is modest, appropriate to one’s body type, and generally in good taste. Halter, strapless, and spaghetti strap dresses are allowed. Absolutely no short, tight dresses will be allowed at this formal dance. Appropriate undergarments fitting the dress are to be worn. Dresses with low backs must not go below the middle of the back. There may be no “cut-outs” on the dress. Dresses must extend below the knee and slits cannot be open more than 3” above the knee.

Students wearing the following will not be admitted to the dance:

- Excessively tight dresses or short dresses cut above the knee
- Midriff-bearing clothing or sheer/see-through cloth unless it is lined; no denim
- Plunging neckline; dresses must be as high as the arm pits/shoulder blades in front and back
- Clothing that makes any reference to alcohol, sex, drugs, racist, sexist or any inappropriate content
- Exposed undergarments
- Hand-decorated clothing (tops with slogans painted/printed onto the garment) or glow accessories

After a student is admitted and the student’s/guest’s apparel “regresses” to reveal any of the above, that student may be removed from the dance.

Students who fail to comply with the above rules or other school regulations may be subject to:

1. Confiscation of student body card and further disciplinary action.
2. Removal from the dance and parent notification.

The following BEHAVIOR CODE is expected at ALL CBHS DANCES:

1. Students must follow the directives of the adult prefects and security personnel.
2. The School may conduct breathalyzer tests at dances, upon admittance and at any time during the dance. Detection canines may be used.

3. Anyone found to be in possession of or under the influence of controlled substances will be turned over to the Dean of Students or the Assistant Dean of Student Life. That student will be removed from the dance immediately, required to be tested for controlled substances and/or take a breathalyzer test, and the parents will be called. (*See RULES OF CONDUCT, #8.*) Law enforcement may be notified.
4. Once a student has been admitted to a dance, the student/guest may not leave. Students are not allowed to go to vehicles, lockers, or the parking lot.
5. Students dancing inappropriately may face appropriate consequences.

School staff determines appropriate behavior at dances. First warning may include confiscation of student body card and temporary removal from the dance. If unacceptable behavior continues, students will be removed from the dance and their parents will be notified.

Any student who is disrespectful or uncooperative with one of the prefects will be removed from the dance and the parents will be notified immediately.

Students who fail to comply with the above rules or other school regulations will be subject to immediate removal from the dance, notification of parents, confiscation of student body card, and further disciplinary action.

CAMPUS MINISTRY PROGRAM

Worship

Several times during the school year the Christian Brothers community gathers for prayer and worship. The school-wide liturgies and prayer services are centered on a particular Catholic Church feast day or theme. These liturgies typically begin at 10:20 a.m. and are held in the Ron Limeberger '53 gym.

Parents and family members are always welcome to join the Christian Brothers community at these liturgies. All students are required to attend, listen attentively, and behave respectfully and reverently throughout the event. Additionally, students are encouraged to be active participants by sharing in prayer responses, music, and singing.

The dates for all liturgies are in the school calendar and posted on the school web site.

Campus Ministry Student Team

The Campus Ministry Student Team is comprised of faithfilled individuals who have an interest in helping to build and strengthen the prayer and worship life of the Christian Brothers community.

This team holds the responsibility of planning and preparing all school wide prayer services and liturgies as well as weekly PA prayer. This team is open to students of all grade levels via an application process. Team members demonstrate a strong commitment to their faith and are open to sharing their gifts in the areas of leadership, planning, creativity, art, technology, public speaking, writing, and music with this team and our greater Christian Brothers community.

Student Retreats

Retreats are an integral component to a Lasallian education and the promotion of the holistic development of our students as individuals created in the image of God. It is critical for our students to have an opportunity to gather with classmates while learning more about God, themselves, and others. Christian Brothers offers a comprehensive 4-year retreat program.

Freshman Retreat

“Becoming” is a one-day, mandatory retreat for the entire freshman class. On the retreat, freshmen look at their own goodness and explore who they are becoming as they begin high school. In addition, participants explore their connection to the worldwide Lasallian community, as well as their new identity as members of the Christian Brothers family. The Senior Retreat Leadership Team, along with the LSLO, give talks and lead small group discussions and activities. The retreat is held locally, off-site during a regular school day and runs from 8:30 AM to 2:30 PM.

Parents are responsible for transportation to/from the retreat. Retreat opportunities will be scheduled throughout the year for students to sign up.

Sophomore Retreat

“Quest” is a one-day, mandatory retreat for the entire sophomore class with a focus on Values and Choices. This retreat challenges students to thoughtfully and prayerfully reflect on their personal values and how these values, in turn, influence the important choices they will make.

This retreat also supports the efforts to further build community amongst the sophomore class. The retreat is led by the LSLO and members of the Senior Retreat Leadership Team.

The retreat is held off campus locally and is held within the hours of the school day. Parents are responsible for transportation to/from the retreat. Retreat opportunities will be scheduled throughout the year for students to sign up.

Junior Retreat

“Journey” is an optional overnight retreat that Christian Brothers offers three to four times during the school year. This provides students options for which retreat date will work best within his/her schedule. This retreat focuses on the life and faith journey of the individual. Students experience time together with classmates and in small group. The Junior Retreat is a wonderful precursor to the Senior Kairos retreat. The retreat is held off campus locally and is one night overnight. The retreat is led by the LSLO and members of the Senior Retreat Leadership Team. There is a fee for this retreat, which goes toward expenses of transportation, housing, meals, and retreat materials. Retreat opportunities will be scheduled throughout the year for students to sign up.

Senior Kairos Retreat

Kairos is the Greek word for the word “God’s time” as opposed to chronos which is clock time.

This retreat is a four-day, three-night experience where students are guided through reflection on their lives, given time to connect with others, and will explore more deeply their relationships with family, friends, and God.

Kairos retreat has been described by participants as one of the most meaningful parts of the Christian Brothers experience. The Kairos retreat is offered 5 times throughout the year (including a Junior Summer Kairos that takes place at the conclusion of Junior year) to accommodate student schedules. The retreat is led by a retreat director and a team of dedicated adult staff and student leaders. There is a fee for this retreat, which goes toward expenses of transportation, housing, meals, and retreat materials.

The dates for all retreats are in the school calendar and posted on the school web site.

Student Retreat Leadership Team (SRLT)

Seniors are invited to apply to serve as student leaders for the Freshman, Sophomore, and Junior Retreats. SRLT members are trained in retreat ministry and are given opportunities to develop important leadership skills such as planning, communication, facilitation, and teamwork. Members of the SRLT attend their own retreat in the summer prior to the start of school. This team works under the supervision of and in collaboration with the LSLO. Students on this team are expected to conduct themselves both on and off campus in ways that are responsible and reflective of a Christian Leader. SRLT members and their parents will be required to sign a covenant that outlines very clearly the expectations for team members.

SRLT members attend a training retreat held in the summer leading up to their Senior year to prepare them with necessary skills and abilities to lead retreats for the coming school year. Areas of focus include Christian Leadership, Communication, Teamwork, Planning, and Personal Faith and Mission.

Special Events

Lasallian Student Life Office assists the Vocations Team in promoting vocations each year. This includes prayers and activities focused on recognizing that all of us are called to vocations in our lives, and that these can include religious life, married life, single life, parenthood, and careers, especially in service to others.

Further details regarding the Campus Ministry events can be found on the school website or by contacting the Director of Lasallian Student Life.

CHRISTIAN SERVICE PROGRAM

“You are called like the apostles to make God known to others.”
(St. John Baptist de La Salle, Med 78.2 – Feast of St Andrew, Apostle)

Enter to Learn Leave to Serve. The Christian Service Program is rooted in the foundation of the Catholic Social Teachings (CST) and the Lasallian Core Principles. Through our programs of community almsgiving, registered service clubs, and team outreach, Christian Service Learning curriculum, and VENAVER faith-based immersion opportunities, and the Social Action Leadership Team (S.A.L.T.) our students will develop critical and creative thinking skills in their faith through action. Providing our students with the opportunity to serve others is a defining attribute of our Lasallian education.

Christian Service origins are in scripture, and its teaching is founded on the life and words of Jesus Christ and what Jesus revealed to us about Himself. We are called to reach out and build relationships of love and justice for others. This is embodied by our founder St. John Baptist de La Salle, shared through his core beliefs (Faith in the Presence of God, Concern for the Poor and Social Justice, Quality Education, Respect for All Persons and Inclusive Community). The commitment to Christian Service is at the heart of who we are and what we believe.

Christian Service is a call to action. The Christian Brothers family invites each student to a full, active and conscious participation to “Enter to Learn and Leave to Serve.” Through the Social Action Leadership Team (S.A.L.T), community almsgiving during Advent and Lent, student clubs with service-related activities, Service-Learning curriculum, and VENAVER faith-based immersion experiences. Through the Christian Service Program our students will develop critical and creative thinking skills in their faith through action. The goals of these activities and programs are to engage the students intellectually, emotionally, and spiritually, to promote a deeper understanding and commitment to the Lasallian mission and charism, and to advance the Lasallian Catholic identity through the lens of the Five Core Principles and Corporal Works of Mercy. It is an undertaking in the context of efforts to share faith in its entirety, and students are encouraged to experience the gospel call in all its dimensions. Christian Service Hours. Christian Service hours are not mandatory; however, each student is invited to a full, active and conscious participation and openness to grow to “Enter to Learn and Leave to Serve” through the Five Core Principles. If a student wishes to have service hours recorded on his/her transcript, a minimum of 100 hours must be completed by October of their senior year; they must record service hours on an ongoing basis (yearly preferred) and not held until senior year for the transcript. Students are invited to explore Christian Service as early as freshman year. All seniors must complete their service hours by the first Friday in April. Any hours turned in after this date will not be included in the senior awards ceremony or the graduation program.

All Christian Service hours must be connected to Christian Brothers through student activities/clubs, local service clubs, local churches or must be approved by the Director of LSLO. Students may submit a proposal site and serve there or select a site from of a list of pre-approved sites on our webpage. Students must report

to an adult who is not a relative. Participation in service camps (e.g., Camp Pendola, etc.), KAIROS Retreat Team Leaders, Student Retreat Leaders, Student Ambassadors, ASB/LSLC Officers, Recreational or School coaching, Student Athletic Trainers, or assisting at the Christian Brothers Auction is not limited to any maximum hours of service; however, students are strongly encouraged to explore other service opportunities that are in MobileServe service hours tracking system.

Students must document their hours in a timely manner. They must be documented within three months of completion or the hours will not be approved. All incoming freshmen will be registered through their Religious Studies classes to learn how to input their service hours online. Students enter service hours on MobileServe on an ongoing basis each year. Students must have the appropriate supervisor electronically approve hours via MobileServe or Christian Brothers will deny credit for the hours. Incoming freshmen service hours begin with their tenure at Christian Brothers. For a list of acceptable Christian Service hours, please log in to MobileServe.

Almsgiving: During the seasons of Advent and Lent the Christian Brothers community joins together in solidarity to give aid to those in need. Our Advent Almsgiving is focused on local community needs. Lenten almsgiving is directed at national and international Lasallian schools. Each year the Lenten Almsgiving project supports our sister school in Ethiopia and various agencies in need. Social Action Leadership Team: S.A.L.T. is a student servant leadership team on campus that invites students to serve as leaders to live out the Gospel message through the Concern for the Poor and Social Justice. S.A.L.T. promote social action and connect service and charity while building community and having fun through service and fellowship. S.A.L.T. engage in programs within the Greater Sacramento Area, the Catholic Diocese of Sacramento, and the Lasallian District of San Francisco. S.A.L.T. actively support our international Lasallian sisters and brothers, especially our twin school Saint John in Ethiopia.

Club and Team Outreach: The Christian Service Program approves and promotes student club outreach and activities that are service-related. Students have the opportunity to join the Christian Service Student Team, or Service Clubs or participate in community outreach to earn service hours. Students who participate in service through their club are expected to commit to their responsibilities throughout the school year. The Director of LSLO must approve all student club services. Students who would prefer to participate in outreach can carry out such activities as: Oak Park Clean Up, Empty Bowls, Sacramento Food Bank, and St. Baldrick's cancer awareness. For any new non-profit/organizations not on an approved list in MobileServe please email Mr. Baybayan, Director of LSLO at jbaybayan@cbhs-sacramento.org for approval.

Christian Service Learning: Christian Brothers has a mandatory Christian Service-Learning framework in place that allows students to experience Christian Service. Christian Service-Learning is a teaching method that links service activity to the student's class curriculum. Participation in course-specific Christian Service Learning activities is mandatory, not extracurricular. Because the participating class will build its curriculum around service, students will not be given service hours for their class service activity. Each teacher grades student participation through reflection on the class activity as well as testing on curricular based material. If a student has an excused absence on the day of the service-learning activity their teacher will give the student an alternative date that they must attend. If the student does not attend the Christian Service Learning activity, his/her teacher and the Director of Christian Service must approve any make-up service activity.

VENAVER (Come and See): VENAVER is a week-long direct service immersion program. This immersion program is offered to Freshmen, Sophomores, Juniors and Seniors. Students interested in participating are interviewed. There are several immersions during the school year and a limited number of students are chosen per immersion. Students who participate in VENAVER must attend mandatory meetings one day a week after school for seven weeks. Students must be flexible, positive in attitude, and

be able to work on a team. The application process includes: two teacher recommendations, group oral interviews, coach or director sign offs, and a parent signoff/contract. Students must have a weighted 2.5 GPA or above to be considered for VENAVER. Two weeks before departure students must have all of their teachers sign off. If a student is failing a class they may not participate in the immersion and finances will not be refunded. Financial scholarships are available for those who meet the criteria. Students may earn a maximum of 75 service hours for their participation in VENAVER.

All participants must have a valid REAL CA ID/license or passport. Any student participating in an international immersion (e.g., Otro Lado) must have a physician's signature stating that the student has had a physical and is healthy and cleared for travel outside the country. If the participant does not have approval, he/she will not be able to attend. Written documentation of physical clearance is required three months or more before departure.

SCHOOL SUPPORT OPPORTUNITIES

LASALLIAN PARENT AMBASSADORS: The **Lasallian Parent Ambassadors (LPA)** is a parent group that preserves the rich traditions of Christian Brothers through volunteerism. This relationship keeps current and alumni parents connected to the school and builds deep and lasting friendships. The LPA members are eager to meet you and invite you to become ambassadors of smiles, hospitality and school information. We welcome new and prospective families at the Ice Cream Social, Open House, High School Placement Test, and Frosh Welcome Night. We offer additional volunteer opportunities at the Clothes Closet, school dances, blood drives, family Masses and Graduation day events. Join us to get involved and help make CB...*the place to be!*

CBHS SCRIP PROGRAMS: Visit the [Scrip Information](#) page (on the Christian Brothers website under the Parents tab) to register and view detailed information about supporting Christian Brothers with your everyday shopping. Register online for *Shop with Scrip*, *Amazon Smile*, *Raley's/Bel Air* and *Save Mart* stores, or pick up a *Nugget Market* grocery store card in the Main Office.

FALCON ATHLETIC VOLUNTEERS (FAV): The Christian Brothers **Falcon Athletic Volunteers** invite Christian Brothers parents and families to become active volunteers to support Christian Brothers athletics. Parents of Christian Brothers athletes play a vital role in the athletic program and their participation is essential to the continued success of the Christian Brothers sports program and its many related functions. Whatever your strength or talent, we have a place for you.

FRIENDS OF THE ARTS: The **Friends of the Arts (FOTA)** is a volunteer organization that gives parents and supporters an opportunity to support the Media, Visual and Performing Arts at Christian Brothers. Members can serve as volunteers for events, as donors, and/or provide assistance with the promotion of events throughout the school and the local community.

ALUMNI ASSOCIATION: The Christian Brothers **Alumni Association** is the vehicle for alums to stay connected to the school. Christian Brothers considers all graduates of Christian Brothers, Bishop Armstrong and Bishop Manogue High Schools, and St. Joseph's Academy alumni of Christian Brothers. Alumni support the school by raising funds for tuition assistance, special wish list projects and capital projects, and by volunteering their time and talents for key Christian Brothers activities and events, including the annual Alumni Dinner and the Wine, Beer & Food Extravaganza.

AMBASSADORS' CLUB: Christian Brothers considers donors of \$1,876.00 or more annually to be "Ambassadors" and are invited to a formal dinner with other benefactors.

ANNUAL GIVING PROGRAM: The **Annual Giving Program** provides vital operating support to help bridge the gap between tuition and the actual cost of a Christian Brothers education. Gifts to the Annual Fund Program are unrestricted and tax deductible. These gifts support all aspects of the school including faculty

compensation, athletics, arts, tuition assistance, retreats, and community service. The goal of this program is to have 100% participation from every family with a student at Christian Brothers.

Parents are invited and encouraged to sign up for these organizations and opportunities to become actively involved in the Christian Brothers community by volunteering to support the many events and activities taking place on campus. Simply click on the '[Getting Involved](#)' link under the Parents tab on the Christian Brothers website to receive information on how to become a volunteer at Christian Brothers.

ATHLETIC DEPARTMENT

INTEGRITY ♦ HONOR ♦ EXCELLENCE

Christian Brothers is a member of the CIF Sac-Joaquin Section and participates in the Capital Athletic League. Christian Brothers participates in the following interscholastic sports:

Women's Athletics

Basketball:	Frosh, J.V., Varsity
Cheerleading:	Frosh, J.V., Varsity
Cross-Country:	J.V., Varsity
Diving:	Varsity
Golf:	Varsity
Lacrosse:	J.V., Varsity
Soccer:	J.V., Varsity
Softball:	J.V., Varsity
Swimming:	J.V., Varsity
Tennis:	Varsity
Track and Field:	J.V., Varsity
Volleyball:	Frosh, J.V., Varsity
Water Polo:	J.V., Varsity

Men's Athletics

Baseball:	Frosh, J.V., Varsity
Basketball:	Frosh, J.V., Varsity
Cross Country:	J.V., Varsity
Diving:	Varsity
Football:	Frosh, J.V., Varsity
Golf:	J.V., Varsity
Lacrosse:	J.V., Varsity
Soccer:	J.V., Varsity
Swimming:	J.V., Varsity
Tennis:	Varsity
Track and Field:	J.V., Varsity
Volleyball:	J.V., Varsity
Water Polo:	J.V., Varsity

Additionally, the Athletic Department provides opportunities for a sports medicine club (Student Athletic Trainers) and a men's Rugby club. All CIF and club teams at Christian Brothers are comprised solely of currently enrolled students in good standing.

ATHLETIC DEPARTMENT POLICIES FOR STUDENTS, PARENTS, AND FANS

➤ *Philosophy:*

The Athletic Department at Christian Brothers believes that athletics and participation in our athletic program are educational activities that contribute to the physical, personal, social, and spiritual growth of our student-athletes and, therefore, develop student-athletes as Christian members of society. By supporting the philosophy of the school and participating in the achievement of its goals, the Athletic Department is an integral part of the entire school community.

➤ *Goals*

- To provide an athletic program where student-athletes develop physically, personally, socially, and spiritually in order to become better Christian men and women.
- To provide a quality athletic experience for all participants in the athletic program.
- To assist and encourage interested and qualified student-athletes to continue their athletic careers beyond high school.

➤ *Eligibility*

1. CIF eligibility requirements: Any student-athlete wishing to participate on a school team must have maintained an un-weighted grade point average (GPA) of 2.00 or better during the previous quarter's grading period. Please note that *PowerSchool* displays a weighted GPA. *Eligibility cannot be reinstated until the following quarter's grading period.* A student who is placed on academic probation at the end of the school year will remain on probation until the conclusion of the first grading period in the Fall semester of the next year.
2. CIF Academic Hardship Waiver: Any student-athlete who falls below the academic standards of the CIF and the Capital Athletic League at the end of a grading period may petition for an athletic eligibility extension. Consideration may be granted only for considerable extenuating or unforeseen circumstances which prevented the student-athlete from meeting the requirements. Students not meeting eligibility requirements who wish to participate on an athletic team must petition the Principal for an eligibility extension, not to exceed one grading period, before beginning or continuing (if already in progress) the sport. The student must submit the petition in the form of a letter to the Principal's office. Once a petition is received, the Principal or the designated Assistant Principal, will hold a meeting with the Athletic Director and Counselor. Others may be invited to the meeting at the principal's discretion. **An eligibility extension will normally be granted only once during a student's high school career.**
3. In addition to reviewing quarterly and semester grade reports, the Athletic Department will conduct grade checks of all athletes based on team rosters. Each school year, these checks will occur on the third Tuesday of September and the fourth Tuesday of February. Any student-athlete falling below a 2.0 GPA will be suspended effective the following Monday from all sport practice and contests for at least one week, until he/she meets minimum requirements. Suspended student-athletes must attend mandatory after-school study hall Monday – Thursday. Once a student-athlete acquires the minimum 2.0 GPA, and one week has passed, he/she will be immediately reinstated to his/her sport.
4. All new and returning student athletes trying out for a sport must have a current FinalForms medical system registration and valid doctor's physical examination form on file before the first day of participation in that sport including preseason conditioning and/or try outs. A blank doctor's physical examination form can be downloaded from FinalForms at the conclusions of the registration. Note:

This is the only physical form recognized by Christian Brothers. Students must submit a completed doctor's physical form to the coach or Athletic Department office before the starting date of tryouts and practices of all sports. According to California Interscholastic Federation rules, the student must have this physical prior to trying out, practicing for, or participating in interscholastic competition. Physicals are valid for one calendar year per CIF rules. It is strongly recommended that parents keep a copy of the completed form for their records.

5. All student-athletes are permitted to participate in as many sports as they wish. However, concurrent participation in two school sports during the same season requires prior approval from the head coaches of each team on which the student intends to play and the Athletic Director.
6. Any student-athlete wishing to try out late for a sport, (i.e., after the CIF listed starting date or after contests have started), may do so *only* if the sport program permits it; if he/she is able to present a legitimate reason for trying out late, (e.g., injury, participation in another sport, late transfer, no prior notification of the starting date, eligibility requirements); if there is sufficient equipment; and/or if there are positions available.
7. If a student-athlete is cut from a sport during the tryout period, he/she may participate in an alternate sport if approved by the head coach of that sport.
8. **A student-athlete who quits a sport or is dropped from one sport for disciplinary reasons will not be permitted to participate in a second sport until the first sport is completed (end of league play).** Appeals with special circumstances must be made to the Athletic Director, and the Athletic Director will determine whether the student may participate in a second sport prior to the completion of the first sport in his/her sole discretion.
9. **Residential Eligibility for Transfer Students:** All student-athletes who transfer to Christian Brothers from another school must fill out the appropriate CIF application before being considered for eligibility in sports. The *Transfer Eligibility Letter to Parents* and *CIF Parent/Student Transfer Paperwork* may be found at the Athletics Department website: <https://www.cbhs-sacramento.org/athletics/info-and-forms/>. CIF forms may also be downloaded from the section website: <http://www.cifsjs.org/>. Transfer students and their parents are encouraged to address their circumstances or concerns with the Athletic Director.

➤ ***Athletic Participation Expectations***

1. Student-athletes must be present for at least one-half day (over ½ the class periods) to be eligible to participate in after-school athletic practices or games. Student-athletes who are absent from school are not allowed to participate, be on campus or attend a team event on the same day unless approved by the Dean of Students.
2. Student-athletes participating in athletic events during the day or at night prior to a scheduled school day are expected to be in attendance the full school day following the event.
3. Student-athletes missing class due to an athletic event are responsible for all work missed. Student-athletes should notify teachers in advance of events whenever possible. Teachers have the right to keep students in class and not release them for athletic events if they are struggling academically or not keeping up with work.
4. Detentions are considered to be an unexcused tardy or absence for sports. Detentions on game days must be served on that day unless the Dean of Students' Office gives prior approval for a one-day delay.
5. All student-athletes are financially responsible for any items issued by the school. Christian Brothers will bill a replacement charge to parents for articles that are lost, stolen, or damaged. Students should

report any lost, stolen, or damaged equipment to the coach immediately.

6. Students must return all school equipment and uniforms in similar condition as it was when distributed within 1 week of the final sports contest. Student-athletes not meeting this deadline will be required to attend after school detention each day until all they return or pay for all equipment and/or uniforms. In the event the equipment or uniform is damaged or lost, the student-athlete and parents take full responsibility for replacement costs.
7. Lockers are available for the purpose of storing athletic equipment.
8. Any student-athlete participating on an athletic team accepts all the rules of that team as explained by the coach(es). During school holidays and breaks, student-athletes are expected to attend all practices and games.
9. **Practices:** The usual policy is to practice every weekday except game day.
 - Head coaches are to determine and communicate, in advance, the practice schedules and attendance policies for their teams.
 - Game play, if practices are missed, is at the coach's discretion.
 - Saturday and most holiday practices are allowed with advance notice. No meetings or practices involving students are allowed on Sunday. Practice on major holidays must be cleared with the Athletic Department.
 - Practices may only be conducted with a coach present. Coaches will establish their own attendance policy for student-athletes.
10. During the high school season, no student-athlete may participate in the same sport with an outside organization (see *CIF Constitution and Bylaws Article 60 for limited exceptions*).
11. The head coach for each team will determine the policy for allowing student-athletes to compete in a different sport on a non-school sports team during the high school season. The school's athletic program takes priority over all outside participation. Failure to abide by the coach's stated non-school participation policy can result in suspension or removal from the team.
12. **Student-Athletes moving up Classifications (Fr-JV-V):** Every effort will be made to have student-athletes compete at their appropriate level. The higher-level coach will use the following criteria when considering movement of an underclassman to the JV or varsity level:
 - The student-athlete fills an obvious need that cannot be met by at-level players.
 - The student-athlete will either start or play regularly through the entire season.
 - The student-athlete is superior in ability and maturity.
 - The student-athlete's parents are supportive of the move.
 - 2.5 GPA is required.

The Athletic Director will make all decisions to move an underclassman in consultation with all coaches affected by the move, the Dean of Students and the student's grade level counselor. A completed and approved 'athletic level advancement' form and a signed 'advancement parent agreement' must be on file prior to a student moving up in classification.

13. Student-athletes wishing to participate on an athletic team must abide by the rules of fair play and proper sportsmanship as outlined in the California Interscholastic Federation's Sac-Joaquin Section Sportsmanship Resolution and the Sportsmanship Preamble. Furthermore, profanity, fighting, hazing or other conduct unbecoming of a student of Christian Brothers will not be tolerated at any time. Such behavior may warrant sanctions by the head coach, the Athletic Director, the Dean of Students, or the Principal, and may include suspension, removal from the team, or dismissal from the school.

14. **Ejection:** Any student-athlete ejected from a game automatically receives a one-game or more suspension. Coaches will inform the Athletic Director immediately of any ejection and submit a written report to the Athletic Director within 24 hours of the incident. Repeated ejections will incur additional sanctions as deemed appropriate by CIF, league rules, and/or the school administration.
15. **Awards:** At the completion of each season and at the discretion of each head coach, certificates and/or letters and inserts will be presented to student-athletes participating on a sport team. Eligibility will be determined based on, but not limited to, participation, sportsmanship, contribution to the team, and commitment.

Capital Athletic League (CAL) & Falcon Scholar-Athlete Award Criteria: Varsity team members are eligible for the award for each season for which they qualify. To qualify, the student-athlete must finish the season in good standing and must have a cumulative 3.50 (or above) weighted or unweighted grade point average, as well as a current 3.5 (or above) weighted or unweighted GPA at the completion of the grading period of the sport season in which they participated. Freshmen are not eligible as the student-athlete must have at least one year of grades, beginning with the ninth grade.

16. **Drug and Alcohol Policies Are Consistent with School Policies:** If a coach becomes aware of any situation in which a student-athlete is involved with drugs or alcohol issues, the coach will refer the student-athlete to the Dean of Students' Office. Parents and student-athletes agree to build strength naturally through weight training and a healthy diet. Performance enhancing supplements are not permitted or acceptable to use under any circumstance.

As a condition of membership in the CIF all schools shall adopt policies prohibiting the use and abuse of androgenic/anabolic steroids. All member schools shall have participating students and their parents/caregiver agree that the athlete will not use steroids without the written prescription of a fully licensed physician (as recognized by the AMA) to treat a medical condition (Bylaw 524).

By signing and submitting the athletic participation forms in the FinalForms system, both the participating student-athlete and the parents agree that the student shall not use androgenic/anabolic steroids without the written prescription of a fully licensed physician (as recognized by the AMA) to treat a medical condition. They also recognize that under CIF Bylaw 200.D there could be penalties for false or fraudulent information and understand that the Christian Brothers policy regarding use of illegal drugs will be enforced for any violation of these rules.

17. **Harassment Policies Are Consistent with School Policies:** If a coach becomes aware of any situation in which a student-athlete is involved with harassment issues or bullying, the student-athlete will be referred to the Athletic Director and Dean of Students. For more information, please refer to the Harassment Policy on page 30 of the Parent/Student Handbook. Student-athletes who are found to have engaged in harassment activities are subject to suspension and/or removal from an athletic team in addition to school consequences.
18. **Athletic Training Room Procedures:** The athletic trainer will only treat student-athletes who are injured while participating on a school team. Coaches will send for the athletic trainer or send the injured student-athlete to the athletic trainer for evaluation. Any student-athlete receiving care in the athletic training room must sign in prior to treatment. The athletic trainer will inform the coach after the evaluation of restrictions or special attention needed for the student-athlete. Any student-athlete who is referred or who seeks care from a physician must be cleared by that physician before the student-athlete will be considered to be released for activity. Final clearance is the responsibility of Athletic Trainer.

19. The athletic training room will not be staffed on school holidays. The head coach will be responsible for all injury care in the absence of the athletic trainer.
20. **Concussion Protocols:** An athlete who is suspected of sustaining a concussion or head injury shall be immediately removed from activity for the remainder of the day, and shall not be permitted to return to the activity until he/she completes the following steps:
- The athlete must be evaluated by a licensed health care provider, trained in the management of concussions, acting within the scope of his or her practice.
 - The athlete must receive written clearance to return to the activity from that licensed health care provider.
 - Classroom accommodations will be forwarded to the athlete's teachers.
 - When the athlete is cleared to begin the CIF Concussion Return to Play Protocol, it will be completed under the direct supervision of the licensed health care provider.
 - The athlete will take the ImPACT Test prior to any contact, and the results will be used to determine advancement in the protocol.
 - Full return to play requires a release from the doctor as well as completion of the Return to Play Protocol.

http://www.cifstate.org/sports-medicine/concussions/CIF_Concussion_Return_to_Play_Protocol.pdf

WHAT IS A CONCUSSION AND HOW WOULD I RECOGNIZE ONE? A concussion is a brain injury. Concussions are caused by a bump or blow to the head. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious. You can't see a concussion. Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If your child reports any symptoms of concussion, or if you notice the symptoms yourself, seek medical attention right away.

Most concussions get better with rest and over 90% of athletes fully recover. However, all concussions should be considered serious. If not recognized and managed the right way, they may result in problems including brain damage and even death.

Most concussions occur without being knocked out. Signs and symptoms of concussion (see below) may show up right after the injury or can take hours to appear. If your child reports any symptoms of concussion or if you notice some symptoms and signs, seek medical evaluation from the School's athletic trainer and a physician trained in the evaluation and management of concussion. If your child is vomiting, has a severe headache, or is having difficulty staying awake or answering simple questions, call 911 for immediate transport to the emergency department of your local hospital.

On the CIF website is a Graded Concussion Symptom Checklist. If your child fills this out after having had a concussion, it helps the physician, athletic trainer or coach understand how they are feeling and hopefully will show improvement over time. You may have your child fill out the checklist at the start of the season even before a concussion has occurred so that we can understand if some symptoms such as headache might be a part of their everyday life. This is a “baseline” so that we know what symptoms are normal and common for your child. Keep a copy for your records and turn in the original. If a concussion occurs, your child can fill out this checklist again. This Graded Symptom Checklist provides a list of symptoms to compare over time to follow your child's recovery from the concussion.

WHAT CAN HAPPEN IF MY CHILD KEEPS PLAYING WITH CONCUSSION SYMPTOMS OR RETURNS TOO SOON AFTER GETTING A CONCUSSION?

Athletes with the signs and symptoms of concussion should be removed from play immediately. There is NO same day return to play for a youth with a suspected concussion. Youth athletes may take more time to recover from concussion and are more prone to long-term serious problems from a concussion. Even though a traditional brain scan (e.g., MRI or CT) may be “normal,” the brain has

still been injured. Animal and human research studies show that a second blow before the brain has recovered can result in serious damage to the brain. If your athlete suffers another concussion before completely recovering from the first one, this can lead to prolonged recovery (weeks to months), or even to severe brain swelling (Second Impact Syndrome) with devastating consequences.

There is an increasing concern that head impact exposure and recurrent concussions may contribute to long-term neurological problems. One goal of concussion education is to prevent a premature return to play so that serious brain damage can be prevented.

WHAT ARE THE SIGNS AND SYMPTOMS OF A CONCUSSION?

Signs Observed by Coaches, Teammates, and Parents

<ul style="list-style-type: none"> • Looks dizzy • Looks spaced out • Confused about plays • Forgets plays • Is unsure of game, score, or opponent • Moves clumsily or awkwardly • Answers questions slowly 	<ul style="list-style-type: none"> • Slurred speech • Shows a change in personality or way of acting • Can't recall events before or after the injury • Seizures or "has a fit" • Any change in typical behavior or personality • Passes out
--	--

WHAT SHOULD I DO IF I THINK I HAVE A CONCUSSION?

- **Tell your coaches, athletic trainer and your parents.** Never ignore a bump or blow to the head even if you feel fine. Also, tell your coach if one of your teammates might have a concussion.
- **Get a medical checkup.** A doctor or health care professional can tell you if you have a concussion and when you are OK to return to play.
- **Give yourself time to get better.** If you have had a concussion, your brain needs time to heal. While your brain is still healing you are much more likely to have a second concussion. Second or later concussions can cause damage to your brain. It is important to rest until you get approval from a doctor or health care professional to return to play.

21. CIF Sudden Cardiac Arrest Information

What is sudden cardiac arrest?

Sudden cardiac arrest (SCA) is when the heart stops beating, suddenly and unexpectedly. When this happens blood stops flowing to the brain and other vital organs. SCA is NOT a heart attack. A heart attack is caused by a blockage that stops the flow of blood to the heart. SCA is a malfunction in the heart's electrical system, causing the victim to collapse. The malfunction is caused by a congenital or genetic defect in the heart's structure.

What is an AED?

An automated external defibrillator (AED) is the only way to save a sudden cardiac arrest victim. An AED is a portable, user-friendly device that automatically diagnoses potentially life-threatening heart rhythms and delivers an electric shock to restore normal rhythm. Anyone can operate an AED, regardless of training. Simple audio direction instructs the rescuer when to press a button to deliver the shock, while other AEDs provide an automatic shock if a fatal heart rhythm is detected. A rescuer cannot accidentally hurt a victim with an AED-quick action can only help. AEDs are designed to only shock victims whose hearts need to be restored to a healthy rhythm. Check with your school for locations of on-campus AEDs.

How common is sudden cardiac arrest in the United States?

As the leading cause of death in the U.S., there are more than 300,000 cardiac arrests outside hospitals each year, with nine out of 10 resulting in death. Thousands of sudden cardiac arrests

occur among youth, as it is the #2 cause of death under 25 and the #1 killer of student athletes.

Who is at risk for sudden cardiac arrest?

SCA is more likely to occur during exercise or physical activity, so student-athletes are at greater risk. While a heart condition may have no warning signs, studies show that many young people do have symptoms but neglect to tell an adult. This may be because they are embarrassed, they do not want to jeopardize their playing time, they mistakenly think they're out of shape and need to train harder, or they simply ignore the symptoms, assuming they will "just go away." Additionally, some health history factors increase the risk of SCA.

What should you do if your student-athlete is experiencing any of these symptoms?

We need to let student-athletes know that if they experience any SCA-related symptoms it is crucial to alert an adult and get follow-up care as soon as possible with a primary care physician. If the athlete has any of the SCA risk factors, these should also be discussed with a doctor to determine if further testing is needed. Wait for your doctor's feedback before returning to play, and alert your coach, trainer and school nurse about any diagnosed conditions.

The Cardiac Chain of Survival

On average it takes EMS teams up to 12 minutes to arrive to a cardiac emergency. Every minute delay in attending to a sudden cardiac arrest victim decreases the chance of survival by 10%. Everyone should be prepared to take action in the first minutes of collapse.

Early Recognition of Sudden Cardiac Arrest

Collapsed and unresponsive. Gasping, gurgling, snorting, moaning or labored breathing noises. Seizure-like activity.

Early Access to 9-1-1

Confirm unresponsiveness. Call 9-1-1 and follow emergency dispatcher's instructions. Call any on-site Emergency Responders.

Early CPR

Begin cardiopulmonary resuscitation (CPR) immediately. Hands-only CPR involves fast and continual two-inch chest compressions-about 100 per minute.

Recognize the Warning Signs & Risk Factors of Sudden Cardiac Arrest (SCA)

Tell Your Coach and Consult Your Doctor if These Conditions are Present in Your Student-Athlete:

Potential Indicators That SCA May Occur

- Fainting or seizure, especially during or right after exercise
- Fainting repeatedly or with excitement or startle
- Excessive shortness of breath during exercise
- Racing or fluttering heart palpitations or irregular heartbeat
- Repeated dizziness or lightheadedness
- Chest pain or discomfort with exercise
- Excessive, unexpected fatigue during or after exercise

Factors That Increase the Risk of SCA

- Family history of known heart abnormalities or sudden death before age 50
- Specific family history of Long QT Syndrome, Brugada Syndrome, Hypertrophic Cardiomyopathy, or Arrhythmogenic Right Ventricular Dysplasia (ARVD)
- Family members with unexplained fainting, seizures, drowning or near drowning or car accidents
- Known structural heart abnormality, repaired or unrepaired
- Use of drugs, such as cocaine, inhalants, "recreational" drugs, excessive energy drinks or performance-enhancing supplements

What is CIF doing to help protect student-athletes?

CIF amended its bylaws to include language that adds SCA training to coach certification and practice and game protocol that empowers coaches to remove from play a student-athlete who exhibits fainting-the number one warning sign of a potential heart condition. A student-athlete who has been removed from play after displaying signs or symptoms associated with SCA may not return to play until he/she is evaluated and cleared by a licensed health care provider. Parents and caregivers are urged to dialogue with student-athletes about their heart health and everyone associated with high school sports should be familiar with the cardiac chain of survival so they are prepared in the event of a cardiac emergency. I have reviewed and understand the symptoms and warning signs of SCA and the new CIF protocol to incorporate SCA prevention strategies into my student's sports program.

For more information about Sudden Cardiac Arrest visit:

California Interscholastic Federation

<http://www.cifstate.org>

Eric Paredes Save A Life Foundation

<http://www.epsavealife.org>

CardiacWise (20-minute training video)

<http://www.sportsafetyinternational.org>

22. Identification and Treatment of Heat Illness

Exercise produces heat within the body and can increase the player's body temperature. Add to this a hot or humid day and any barriers to heat loss such as padding and equipment, and the temperature of the individual can become dangerously high.

Heat illness occurs when metabolically produced heat combines with that gained from the environment to exceed the heat and large sweat losses. Young athletes should be pre- screened at their pre-participation physical exam for medication/supplement use, cardiac disease, history of sickle cell trait, and previous heat injury. Athletes with any of these factors should be supervised closely during strenuous activities in a hot climate. Fatal heat stroke occurs most frequently among obese high school middle lineman.

Much of one's body heat is eliminated by sweat. Once this water leaves the body, it must be replaced. Along with water loss, many other minerals are lost in the sweat. Most of the commercial drinks now available contain these minerals, such as Gatorade, etc., but just plain water is all that is really required because the athlete will replace the lost minerals with his/her normal diet.

HEAT STROKE: Dysfunction or shutdown of body systems due to elevated body temperature which cannot be controlled. This occurs with a body-core temperature greater than 107 degrees Fahrenheit.

Warning Symptoms:

- Dizziness
- Drowsiness, loss of consciousness
- Seizures
- Staggering, disorientation
- Behavioral/cognitive changes (confusion, irritability, aggressiveness, hysteria, and emotional instability)
- Weakness
- Hot and wet or dry skin
- Rapid heartbeat, low blood pressure
- Hyperventilation
- Vomiting, diarrhea

This is a **MEDICAL EMERGENCY**. Death may result if not treated properly and rapidly.
Treatment: Stop exercise, call 911, remove from heat, remove clothing, immerse athlete in cold water for aggressive, rapid cooling (if immersion is not possible, cool the athlete as described for heat exhaustion), monitor vital signs until paramedics arrive.

HEAT EXHAUSTION: Inability to continue exercise due to heat-induced symptoms. Occurs with an elevated body-core temperature between 97 and 104 degrees Fahrenheit.

Warning Symptoms:

- Dizziness, lightheadedness, weakness
- Headache
- Nausea
- Diarrhea, urge to defecate
- Pallor, chills
- Profuse sweating
- Cool, clammy skin
- Hyperventilation
- Decreased urine output

Treatment: Stop exercise, move player to a cool place, remove excess clothing, give fluids if conscious, **COOL BODY:** fans, cold water, ice towels, or ice packs. Fluid replacement should occur as soon as possible. The athlete should be referred to a hospital emergency if recovery is not rapid. When in doubt, **CALL 911**. Athletes with heat exhaustion should be assessed by a physician as soon as possible in all cases.

HEAT SYNCOPE: Dizziness or fainting due to high temperatures. It often occurs after standing for long periods of time, immediately following cessation of activity, or rapidly standing after resting or sitting.

Warning Symptoms:

- Fatigue
- Tunnel vision
- Pale or sweaty skin
- Dizziness
- Lightheadedness, fainting

Treatment: Move the athlete to a cool, shaded area, elevate the legs and rehydrate. Remove excess clothing and cool the athlete with wet towels or ice bags.

EXERTIONAL HYPONATREMIA: A rare condition of bodily dysfunction due to inadequate sodium levels. This occurs because of the ingestion of too much water.

Warning Symptoms:

- Disorientation, altered consciousness, lethargy
- Headache
- Vomiting
- Swelling of hands and feet
- Seizures

Treatment: Stop exercise, call 911, monitor athlete until paramedics arrive. Athletes who may have hyponatremia should not be given fluids until a physician is consulted.

HEAT CRAMPS: Acute, painful, involuntary muscle contractions that occur during or after intense exercise sessions.

Warning Symptoms:

- Muscle cramps
- Sweating, thirst, fatigue

Treatment: Gently stretch the cramping muscle. Ice or gentle muscle massage may also help to stop the cramp. The athlete should drink fluids, especially with electrolytes if possible.

Salt tablets are still controversial. Athletes can use greater amounts of salt on their food by instinct and can get additional salt from sports drinks with electrolytes.

GENERAL TREATMENT GUIDELINES:

Adequate medical personnel should be on-site to handle any heat illnesses/emergencies. Equipment for treating heat illnesses (cooling equipment such as fans, ice, tub of cold water, thermometers, etc.) should be readily available for use in the event of a problem. Coaches and medical personnel should be aware of and familiar with procedures for handling any emergencies due to heat illness.

GENERAL PREVENTION REMINDERS:

Heat illnesses can often be prevented through proper, adequate hydration and safe practice guidelines.

23. Game Day Attire during school day for Student-Athletes: To promote school spirit at Christian Brothers, our student-athletes are encouraged to wear “Game Day Attire” on the day of competition and on Fridays preceding Saturday games. For Game Day Attire during the school day student-athletes may wear:

- Game jerseys that have sleeves with dress code pants, walking shorts, or capris.
- Team polo shirts designating sport representation with dress code pants, walking shorts, or capris.
- No warm-up pants may be worn, but warm-up jackets and sweatshirts that comply with regular dress code requirements.
- All “Game Day Attire” must observe Christian Brothers dress code standards of modesty, moderation, and good taste.

24. Travel and Game Attire:

- Students are expected to be in the following attire when they arrive at sites for competition as directed by the head coach:
 - Athletic game uniform
 - Professional Dress
 - Christian Brothers Travel Attire
- Students are expected to be in appropriate clothing for all practice sessions regardless of location. Attire should be of like fashion to what is worn in contests. Swimsuits should be worn at pool facility only.

➤ ***Athletic Fees***

1. **Athletic Participation Fee:** Athletes participating in a sport will be charged a non-refundable athletic fee for each season of sport in which they participate. This fee helps offset costs associated

with participation, (i.e., officials, uniforms, travel, facility rental, equipment, tournaments, strength, and conditioning program etc.) This applies once a roster has been submitted and the student-athlete has participated in one contest. Even if a student-athlete quits or is removed from a team, he/she is financially responsible to pay this fee. This fee will be added to the tuition account.

2. **Spirit Packs:** With the approval of the Athletic Director, each sport may offer “spirit packs” to the members of their team. These packages usually include sport-specific logo wear that is designed for use in practice and contests. Packages may include mandatory and/or optional items. Spirit packs will be purchased online and mailed directly to the athlete’s home.
3. **Equipment and Uniforms:** Equipment and uniform costs vary from sport to sport. There will be instances where certain sports require their student-athletes to purchase uniforms or a limited amount of equipment. Please see the head coach of the respective sport for more information.

➤ **Transportation**

The school’s interscholastic and other athletic programs consist of a variety of competitive sports teams, membership on a competitive sports team, participation in try-outs, games, tournaments, meets and matches, both at the school and at other locations, training, practice, fund raisers, and other related activities and events. Participation in the school’s athletic program may involve travel beyond the school campus and to various locations both within and outside California. This policy is applicable for all activities of the school athletic program throughout the entire academic year.

1. Transportation will be provided for all necessary travel for athletic contests except:
 - Varsity teams traveling to schools within the greater Sacramento area*.
 - Any contest starting after 6:00 P.M.
 - Transportation home from sub-varsity contests ending after 6:00 P.M. and within the greater Sacramento area.
 - Any contest on a non-school day or weekend.

*If for any reason, buses are used within the greater Sacramento area, they will for drop off only and parents will be expected to plan for transporting their student home.

2. Parents are responsible for all athletic event transportation arrangements for their student with the exception of transportation provided by the school as outlined above. When school transportation is provided, student must travel to the event in the provided transportation, unless the parent/s notifies the coach in writing that they will be transporting the student. If the school provides travel associated with the event, the school will utilize chartered buses or employee-driven school-owned vehicles.
3. If the school is not providing transportation to and from an event, it is the responsibility of Student-Athlete and his/her parents to provide all necessary transportation. If no parent is able to provide transportation to/from an event in situations where the school is not providing transportation, parents must arrange for alternative transportation if student-athlete intends to participate in the event. The school assumes no responsibility for arranging alternative transportation.
4. In such situations, the student-athlete's parent may arrange for his or her student to obtain transportation from a private volunteer driver, including another student or another student's parent (“private volunteer driver”). A private volunteer driver is one who is not employed by the school, or if employed is acting outside of the scope of his or her employment, and who is not utilizing a school-owned vehicle. The school is not responsible for transportation by private

volunteer drivers and assumes no liability for any accidents or injuries arising out of transportation provided by private volunteer drivers, as set forth below.

5. Private volunteer drivers providing transportation to athletic contests for students subject themselves to their own risk of liability and to use of their private insurance coverage. The school does not assume any liability to either the students who ride with private volunteer drivers or to private volunteer drivers for any accidents or injuries arising out of transportation provided by private volunteer drivers.

➤ ***Official Dates***

Official dates for each season (Fall, Winter and Spring) are published on the Athletic Department web site <https://www.cbhs-sacramento.org/athletics/>.

➤ ***Collegiate Athletics***

There are many opportunities to pursue athletics at the collegiate level; NCAA, NAIA or NJCAA. If a student is interested in pursuing athletics after high school he/she should consult his or her counselor and head coach. For complete information about requirements visit the respective organizations' website: NCAA www.ncaa.com, NAIA www.naia.org or NJCAA www.njcaa.org.

CIF SAC-JOAQUIN SECTION SPORTSMANSHIP RESOLUTION

Code of Ethics:

It is the duty of all concerned with high school athletics:

1. To emphasize the proper ideals of sportsmanship, ethical conduct, and fair play.
2. To eliminate all possibilities which tend to destroy the best values of the game.
3. To stress the values derived from playing the game fairly.
4. To show cordial courtesy to visiting teams and officials.
5. To establish a happy relationship between visitors and hosts.
6. To respect the integrity and judgment of sports officials.
7. To achieve a thorough understanding and acceptance of rules of the game and the standards of eligibility.
8. To encourage leadership, use of initiative, and good judgment by all players on the team.
9. To recognize that the purpose of athletics is to promote the physical, mental, moral, social, and emotional well-being of the individual players.
10. To remember that an athletic contest is a game and not a matter of life and death for the player, coach, school, officials, fans, community, state, or nation.

California Interscholastic Federation New Article 5 By-Law 522

“Any student who physically assaults the person of a game or event official shall be banned from interscholastic athletics for the remainder of the student’s eligibility. A game or event official is defined as a referee, umpire or any other official assigned to interpret or enforce rules of competition at an event or contest. A student may, after a lapse of 18 calendar months from the date of the incident, apply for reinstatement of eligibility to the State Commissioner.”

➤ ***Guidelines for Parents and Procedures for Communicating Concerns***

1. Good sportsmanship is expected from everyone at Christian Brothers. The coaches and players are expected to and are held accountable for representing Christian Brothers with dignity and integrity. The same high standards of behavior are expected from all adults and fans.
2. Not all players get the same playing time. The nature of athletics and high school competition means we try to put the best team on the court or field. It is the coach's job to decide who the most qualified players are so the team has its best chance for success. Part of any player's maturation process includes putting one's personal desires aside for the betterment of the team.
3. Coaches are to be treated with the same respect accorded any other professional.
4. If you have a concern, express it at the appropriate time and place. If you have any concerns about your child's coach or your child's athletic participation on a team, please use the following procedure in order until you feel the issue is resolved:
 - **Have your child speak to his/her coach.** Sometimes the coach is unaware of your child's concern or feelings. It is also important that we teach our students how to communicate effectively with adults in a mature manner.
 - **Arrange an appointment to speak with your child's coach.** Our coaches will respond to your request as quickly as possible.
 - **Arrange an appointment with the Athletic Director.**
 - **Arrange an appointment with the Principal** if you feel the issue still has not been resolved.
5. **Playing time, game strategy, and play calling are not appropriate issues to discuss with the head coach, athletic director, principal or president.**

➤ ***Guidelines for High School Fans***

High school athletics is also a place for learning. Following is a list of guidelines that all high school fans should follow, whether they are adults, students, or children.

1. Attendance is a Privilege, not a right.
2. Since the playing field is an extension of the classroom, *all student-athletes should be allowed to try and fail without judgment*. Since all humans are fallible, mistakes will happen. It is another part of the game and adds to the excitement and unpredictability of high school sports.
3. Do not enter the playing surface/area at any time.
4. **Keep comments positive and supportive.** Criticism is easy, and it is destructive because it only points out faults and shortcomings. Profanity is never acceptable language no matter the reason. Even though an admission fee is charged for some high school contests, payment does not give license to the fans to "speak their minds." This is high school, and a proper perspective must be maintained.
5. **Respect a coach's ability to teach.** Keep in mind that many factors influence game-time decisions. Some factors are obvious, and others are subtle, but each lead to decisions that are made in the best interest of the team.
6. Be a Parent/Supporter at the game, not a Coach. Give coaches a 24-hour window after games before you speak with them about any comments and/or concerns.
7. **The school and the Athletic Department reserve the right to remove or refuse admission to persons who are not following the rules, policies, or guidelines before, during, and after events.**

8. If you are asked to leave, you must leave the property and wait off campus until the student is ready to be picked up.
9. Clean up after yourself. Maintain the athletic fields, courts, and campus clean at all times.
10. **Pets/Animals**: No dogs or other pets are allowed on campus at any time. This includes emotional support, companion and/or therapy animals except for guide dogs, signal dogs and/or service animals. Service animals that are specifically trained to aid a disabled person are welcome.

COUNSELING SERVICES

Christian Brothers provides comprehensive, professional counseling services by well-qualified, highly trained educators who specialize in school counseling. Services include personal, academic, college and career counseling.

➤ ***Personal Counseling***

- Individual counseling upon student or parent request or referral from a teacher, coach, or administrator
- Parent conferences
- Crisis intervention counseling
- Substance abuse education, prevention, counseling and referrals
- Students with long-term counseling or assessment needs are referred to outside professionals.

Confidentiality: By submitting registration and enrollment materials for a student at Christian Brothers, parents and students acknowledge that students may choose to see a counselor and seek to have a private conversation for the purpose of addressing personal or academic issues. However, if a counselor believes that matters disclosed by a student indicate that a student's health or safety is or could be in jeopardy, or that another person's health or safety is or could be in jeopardy, the counselor is required to disclose information obtained from the student to School Administration, law enforcement or public health officials.

➤ ***Academic Counseling***

- Parent Information Evening Programs
- Pre-registration advising, including course selection, requirements, and placement information regarding enrollment in advanced placement, honors, accelerated and college courses, and summer session
- Tutoring information and referrals including the Peer Tutoring Program
- Monitoring of academic progress
- Monitoring and support of students who qualify for specific academic accommodations due to diagnosed learning barriers
- Staffing program (early academic intervention for at-risk students)
- Standardized testing: information, administration, and interpretation of: PSAT 8/9, Pre-ACT, PSAT, ACT, SAT, SAT Subject Tests, Advanced Placement exams.

➤ ***College and Career Counseling***

- College and Financial Aid Information Parent-Student Evening Programs
- Campus visits by representatives of universities and colleges
- College Planning Handbook
- College application workshops
- Internet and print resources in the College Counseling Center
- Individual parent and student appointments available for college planning, decision-making, and application processes
- Administration of ACT, SAT, SAT Subject Tests on selected Saturdays in fall and spring

- Programs and referral resources for SAT and ACT Test Preparation
- Letters of recommendation for colleges/universities and scholarships
- Contact with university representatives
- Monthly Pizza-with-a-Professional opportunities (for students)
- Quarterly Coffee with the College Counselor (for parents)

Students may request an appointment at any time to see a counselor. All students will be seen by their counselor individually or in a small group setting for a pre-scheduled meeting during the first semester of the school year. In that meeting, the counselor will advise students of the counseling services that are available to them, including Naviance/Family Connection for college and career planning.

Counselors visit classrooms (9-12 grades) two-three times per year to share information pertaining to college planning, available resources, upcoming events, pre-registration advising, and to provide answers to any other possible questions.

➤ ***Freshmen***

- Introduction to Counseling Services through small group and individual meetings with their counselor
- Frosh Parents Counseling Night
- PSAT 8/9
- Interpretation of PSAT8/9 results
- Four-Year Academic Plan guidance; pre-registration assistance
- Staffing Program (early academic intervention)
- Individualized *Family Connection* web-based college planning/Student Learning Styles Inventory, and Multiple Intelligences Advantage

➤ ***Sophomores***

- Pre-ACT (Preliminary ACT)
- Small Group Interpretation of Pre-ACT results
- Group Academic Planning Sessions; pre-registration assistance
- Academic Planning Evening for Parents
- College-Bound Athlete Evening for Parents
- Individualized *Family Connection* web-based college planning/Strengths Explorer, and Activities Resume
- Staffing Program

➤ ***Juniors***

- PSAT (Preliminary SAT)
- Small Group Interpretation of PSAT results
- Information Sessions with visiting College Representatives
- Two College Nights for Juniors and Parents
- College-Bound Athlete Evening for Parents and Students
- College Essay Drafts
- Small group college planning meetings
- Family College Planning Appointments
- Two excused College Visit days
- College Planning Summer Homework Packet
- Summer College Boot Camp
- Individualized *Family Connection* web-based college planning/Vocation Discernment Survey, Do What You Are Personality Profile, and Activities Resume
- Staffing Program

➤ **Seniors**

- Summer College Application Workshops
- College Night for Seniors and Parents
- Financial Aid Night for Seniors and Parents
- Transition to College Evening for Students and Parents
- Information Sessions with visiting College Representatives
- Assistance with College and Scholarship Applications (Secondary School Reports, letters of recommendation, etc.)
- Individualized *Family Connection* web-based college planning/Senior Exit Survey
- On-going college planning support and guidance
- Two excused College Visit days

➤ **Resources for Parents and Students:** Students and parents should frequently access the school's web site (www.cbhs-sacramento.org) for college planning information. The “**Counseling Center**” section contains a wealth of information and parents can obtain answers to most college questions by going to the Counseling section of the Christian Brothers website. Christian Brothers updates the Counseling website periodically. In addition, students and parents should frequently access the document library and links on Family Connection, Christian Brothers' individualized college planning website.

APPLYING TO COLLEGE:

Christian Brothers is obligated to answer all questions asked by colleges and universities on the “Secondary School Reports” in a truthful and complete manner.

PEER TUTORING PROGRAM: Students may receive ongoing after-school tutoring and support by other Christian Brothers students who volunteer to serve in this manner. Tutors will receive community service hours for their dedication to the program and their fellow students. Grade-level counselors will assist in setting up these tutoring sessions and with follow-up.

WELLNESS PROGRAM:

In the Lasallian tradition, Wellness services are aimed at fostering the growth and maturity of the students when they experience some of life's obstacles. Students are encouraged to learn through situations and experiences leading them toward maturity, self-confidence, and a sense of responsibility and accountability for personal growth. They will be guided through this process to a deeper understanding of self and community.

Wellness refers to the “whole” individual and all that may influence the individual in an unhealthy direction. Addressing concerns with drug and alcohol use, sexual activity, poor self-image, stress, unhealthy habits, and mental health are all aspects of wellness counseling. Counseling sessions are directed at helping students focus on creating a plan of action to work through and overcome the obstacles inhibiting them from further personal growth. The students are expected to put forth the efforts necessary to promote change and are held accountable for their choices. *It needs to be clear that the main purpose of the Wellness Program is to provide structure and support to the individual and/or family.* The scope of the counseling process is limited due to the nature of the setting. Any student needing more than bi-monthly meetings after the initial phase of counseling will be referred to community resources and encouraged, if not required, to seek help outside of Christian Brothers.

IMMUNITY PROGRAM AGREEMENT: Immunity may be sought by a student or any third party on behalf of a student who recognizes that he, she, or another student has any level of involvement with drugs, alcohol, and/or any mood-altering substance, including tobacco. Students are encouraged to seek help and/or immunity from the Wellness Counselor prior to an incident that would invoke school disciplinary policies and consequences.

Immunity will typically be offered to the student and the contractual relationship will be clearly defined; however, immunity must be accepted by the student for immunity to begin since there are responsibilities for which the student will be held accountable. Once immunity starts, the Wellness Counselor will conduct an assessment of the student's individual needs and will develop counseling around the identified needs. The Wellness Counselor will attempt to include all appropriate family members throughout the Immunity process.

The goal of immunity is to help a student engage in a healthy lifestyle choices and habits. The student must sign an Immunity Contract, setting the terms of the immunity. As a measure to help the student make better choices, participation in drug testing is expected throughout the student's enrollment at Christian Brothers. Immunity may help those who have "use-related" problems. Christian Brothers will not offer immunity to anyone who is selling, distributing, or transporting drugs, alcohol, mood-altering substances, and drug paraphernalia and/or "look-alikes" associated with mood-altering substances.

While under immunity, Christian Brothers will offer students certain protective privileges, offering them safeguards from specific school discipline, as outlined under the Immunity Contract. It will always be at the Wellness Counselor's discretion as to what safeguards he/she will offer to a student. While a student is working with the Wellness counselor, the counselor will maintain a confidential relationship based on implied mutual trust in order to best support the student. However, there are limits to confidentiality as specified by California State Law. In addition, as discussed above, the Wellness Counselor may involve the student's family in the process, which will necessarily require the Wellness Counselor to reveal certain information about the student, in conformance with the law. The limitations regarding student record disclosure are described in the Personal Counseling section of this Parent/Student handbook.

REFERRAL FOR PROFESSIONAL ASSESSMENT:

Upon a request from students, parents, or administrators, or as a result of observation or discussion, a counselor or administrator may refer students and parents to outside professionals for specific purposes including the following:

- Assessment for learning differences
- Assessment for chemical dependency or other serious health problems
- Drug testing
- Individual, group or family counseling
- Other special needs as requested

SCHOOL GOVERNANCE

President / Principal Model

The primary educational leadership structure of Christian Brothers includes both a President and a Principal.

The Chief Executive Officer (CEO) of the school is the President, who is hired by the Board of Trustees to accomplish the adopted Ends Policies. The President has general supervision, direction, and control of the school, acting as the school's corporate and spiritual leader. The President hires and oversees the Principal, the Director of Advancement, the Director of Finance, and the Director of Admissions & Communications. The President carries final responsibility for all aspects of school life.

The Principal is in charge of school operations. The Principal hires and supervises all faculty, staff, and administrative personnel associated with direct school operations. The Principal sets the tone and direction for the school by means of the policies, structure, and oversight exercised during the course of day-to-day operations. The Principal acts in accordance with the goals established by the President and is the final authority in matters of school operation.

Board of Trustees

The governing authority of Christian Brothers is the Board of Trustees of Christian Brothers High School, Inc. The Board of Trustees exercises its governing authority by means of the Policy Governance Model, one that is based on clearly written policies and a priority for accomplishing the school's mission.

The purpose of the Board of Trustees, on behalf of the Lasallian Education Corporation (an independent corporation of the De La Salle Christian Brothers' District of San Francisco New Orleans) is to see that Christian Brothers High School of Sacramento, Inc., (1) operates according to the Articles of Incorporation and the Bylaws of the School corporation; (2) achieves the Ends Policies – obtaining appropriate results for appropriate persons with appropriate priorities and costs; and (3) avoids involvement in unacceptable actions and situations as defined by the Executive Limitations Policies.

The Board of Trustees governs with an emphasis on outward vision rather than an internal preoccupation, encouragement of diversity of viewpoints, strategic leadership more than administrative detail, clear distinction of Board of Trustees and CEO roles, collective rather than individual decision, the future rather than the past or present, and proactively rather than reactively. The role of the Board of Trustees, as an informed agent of the De La Salle Christian Brothers, is to (1) produce the link between the school corporation and the Lasallian Education Corporation; (2) produce written governing policies that address each category of organization decision: Ends Policies, the CEO's executive limitations policies, the Board of Trustees' own governance process policies, and the policies authorizing the linkage between the Board of Trustees and the CEO; (3) monitor the CEO's performance vis-à-vis the school's mission and executive limitations policies; (4) evaluate its own performance vis-à-vis its governance process policies and Board-CEO linkage policies, and (5) determine the terms and conditions of the CEO's contract.

The policies that are adopted by the Board of Trustees are consistent with the school's purpose, philosophy, and mission. These become reflected in the school's Lasallian Educational Objectives (LEOs) and in educational structure and leadership of the school's ongoing operations.

The relationship between the Board of Trustees and the responsibilities of the professional staff occurs through the CEO. The Board's sole connection to the operation of the school, its achievements, and conduct is through the CEO, titled President.

The Board directly communicates to the school community through the CEO. The role of the Chair of the Board is to ensure the integrity of the Board's process and to represent the Board to outside parties according to the Board's adopted policies. Indirectly, members of the Board, as members of the community, interact with student, parent, and staff at social events or community functions in line with the Board's adopted policies. There are ongoing presentations to the Board on specific topics, involving students, faculty, administrative personnel, and representatives from the District of San Francisco New Orleans.

Results are monitored through Monitoring Reports submitted by the CEO according to a predetermined Board schedule.

SCHOOL LEADERSHIP

Dr. Crystal LeRoy
President

Mr. Chris Jackson
Director of Finance

Mrs. Kristen McCarthy
*Director of Admissions
and Communications*

Mr. Steve McLaughlin
*Director of Philanthropy and
Alumni Engagement*

Ms. Annemarie Bacich
Principal

Mr. Alfredo Acosta, Jr.
*Assistant Principal of
Student Life and
Instruction*

Ms. Amanda Pickren
*Assistant Principal of Curriculum
and Instruction*

Mr. Joe Flores II
Dean of Students

ACADEMIC ADMINISTRATION

Ms. Annemarie Bacich Principal
Mr. Alfredo Acosta, Jr Assistant Principal of Student Life and Instruction
Mr. Joe Flores II Dean of Students
Ms. Amanda Pickren Assistant Principal of Curriculum and Instruction
Mr. Matthew Taylor-Viruet Assistant Principal of School Safety and Security

ADMISSIONS and COMMUNICATIONS

Mrs. Kristen McCarthy Director of Admissions and Communications
Ms. Jana Morris '99 Assistant Director of Admissions
Ms. Eilleen Le '12 Assistant Director of Communications
Mrs. Kelly Harrington (Manogue '83) Admissions Associate

BUSINESS OFFICE

Mr. Chris Jackson Director of Finance
Ms. Cathy De Vera Student Accounts Manager
Ms. Stephanie Hoekman Accounting Manager
Ms. Carol Rians Accounts Payable Coordinator
Mr. Jesse Ball Director of Information Technology
Mr. Khari Reichling Systems Engineer
Mr. Fabian Echevarria Systems Analyst
Mr. Fred Jaravata Education Technology Specialist

PRESIDENT'S OFFICE

Dr. Crystal LeRoy President
Ms. Corine Pekari Administrative Assistant to the President

PHILANTHROPY and ALUMNI ENGAGEMENT OFFICE

Mr. Steve McLaughlin Director of Philanthropy and Alumni Engagement
Ms. Elinor Tappé Director of Parent Relations
Ms. Joy Prevost Database Manager

ADMINISTRATIVE OFFICES

Mrs. Claudia Ugarte Administrative Assistant to the Principal
Mrs. Traci McMullen (Manogue '83) Administrative Assistant, Receptionist
Ms. Susanne Pierson Deans' Office and Attendance Administrative Assistant

Mr. Jermaine BrownRegistrar
Smartguard CampusSecurity

ATHLETICS

Mr. Dale Milton Athletic Director
Ms. Melissa Flowers Assistant Athletic Director
Ms. Gloria Barela Athletics Administrative Assistant

LASALLIAN STUDENT LIFE OFFICE

Mr. Jerome Baybayan Director of Lasallian Student Life
Mrs. Cecilia Powers Assistant Dean of Student Life
Ms. Kim Pacatte Lasallian Student Life Coordinator

COUNSELING SERVICES

Ms. Melissa McClellan Counseling Department Coordinator, College Counselor
Mr. Armando Diaz '94 Class of 2024 Counselor
Mrs. Erica Gormley Class of 2022 Counselor
Ms. Cynthia Grajeda Counseling Administrative Assistant
Ms. Emily McDougall Wellness Counselor
Mrs. April Melarkey College Counselor
Mr. John-Riley-Portal Class of 2025 Counselor
Mr. Kirk Purdy Class of 2023 Counselor

MEDIA, VISUAL AND PERFORMING ARTS

Mr. Dave Anderson '07 *CB Talon* Moderator
Mr. Christian Bohm Choral Music Director
Mrs. Natalia Schorn '00 Yearbook Moderator
Ms. Heather Christianson '01 Technical Director/House Manager
Mr. Brendan Hogan '95 KBFT Director
Mr. Michael Jackson Theatre Director
Ms. Christine Kerr Art Show Coordinator
Mr. Travis Maslen Instrumental Music Director

BUILDINGS AND GROUNDS

Mr. Joe Sousa Maintenance Supervisor
Mr. Delio Amaral Maintenance Assistant
Mr. Joe Guilherme, AFSC Maintenance Assistant
Mr. Germano Nascimento Groundskeeper
Mr. Vincent Schreiber Maintenance Assistant
Mr. John Silva Maintenance Assistant
Mr. Manuel Simas Groundskeeper

FACULTY and ADMINISTRATION

Mr. Alfredo Acosta, Jr.

Assistant Principal of Student Life and Instruction

Mr. Seth Alexander

Instructor of Religious Studies

Mr. Dave Anderson '07

Instructor of English and Media Arts

Ms. Michaela Andrews

Instructor of Mathematics and Computer Science

Mr. Jerome Baybayan

Director of Lasallian Student Life

Ms. Annemarie Bacich

Principal

Mr. Christian Bohm

Director and Instructor of Choral Music

Mr. Robert Boriskin

Instructor of Fine Arts

Ms. Mary Bowers

Instructor of English

Ms. Lisa Bronson

Instructor of English

Mrs. Nicole Brousseau

Instructor of Science

Ms. Margaret Buggy

Director of Student Support and Instructor of English

Mr. Tomas Capogreco '86

Instructor of World Languages - Spanish

Ms. Chrys Cassetta

Instructor of English

Ms. Heather Christianson '01

Technical Director/House Manager and Instructor of Theatre Arts

Mr. Danny Delgado '79

Instructor of Science

Mr. David Desmond '94

Instructor of Social Studies

Mr. Armando Diaz '94

Class of 2024 Counselor, Academic Resources Counselor

Mr. Bernie Eckel

Instructor of Science

Mr. Alberto Edradan
Instructor of Mathematics

Mr. Tom Edwards
Instructor of Engineering and Science

Mr. Julian Elorduy '03
*Religious Studies Department Chair and
Instructor of Religious Studies*

Ms. Anna Fernandez
Instructor of World Languages - Spanish

Ms. Cheryl Flaherty
Instructor of Social Studies

Mr. Joe Flores II
Dean of Students

Ms. Melissa Flowers
*Assistant Athletic Director and Instructor of
Media Arts*

Mrs. Lorie Frias
Instructor of Mathematics

Ms. Patti Gallagher
Instructor of World Languages - French

Mrs. Erica Gormley
Class of 2022 Counselor

Mr. Thomas Guro '03
Instructor of Religious Studies

Ms. Erin Hanshew
Instructor of Social Studies

Mr. Paul Havey '81
Instructor of Religious Studies

Ms. Courtney Hendry
*Mathematics Department Chair and Instructor
of Mathematics*

Mr. Anthony Hock
Instructor of Mathematics and ARC

Mr. Brendan Hogan '95
Instructor of Media Arts, Director of KBFT

Ms. Laura Hohlwein
Instructor of Digital Art/AP Art History/ARC

Mr. Michael Hood
Instructor of Social Studies

Mr. Jake Hunley '96

*Instructor of Physical Education and Science,
and Physical Education Department
Coordinator*

Dr. Bill Iliff '76

Instructor of Science

Mr. Michael Jackson

*Theatre Director and Instructor of Theatre
Arts*

Mr. Fred Jaravata

Education Technology Specialist

Ms. Yascara Jimenez

Instructor of World Languages - Spanish

Ms. Holly Keller

Instructor of Science

Ms. Loretta Kenney

Instructor of English

Ms. Christine Kerr

Instructor of Fine Arts

Ms. Kiana Lacaden

Athletic Trainer

Mr. Vince Leporini

Instructor of Social Studies

Dr. Crystal LeRoy

President

Mr. David Levasseur

*Science Department Chair and Instructor of
Science*

Mrs. Jennifer Lystrup

Instructor of Religious Studies

Mr. Nathan Malinowski

Instructor of English

Mr. Travis Maslen

*Media, Visual and Performing Arts
Department Chair, Instructor of Performing
Arts and Instrumental Music Director*

Mrs. Kristen McCarthy

Director of Admissions and Communications

Ms. Melissa McClellan

*Counseling Department Coordinator and
College Counselor*

Ms. Emily McDougall

Wellness Counselor

Mr. Findlay McIntosh

Instructor of Fine Arts

Mrs. April Melarkey
College Counselor

Mr. Dale Milton
Athletic Director

Mr. Larry Morla '08
Instructor of Physical Education

Mrs. Adriana Mundo
Instructor of World Languages - Spanish

Ms. Amy Neff
Social Studies Department Chair and Instructor of Social Studies

Ms. Elisa Nieves
World Languages Department Chair and Instructor of World Languages – Spanish

Mr. Amanda Pickren
Assistant Principal of Curriculum and Instruction

Mrs. Cecilia Powers
Assistant Dean of Student Life

Mr. Kirk Purdy
Class of 2023 Counselor

Mr. Larry Reel '91
Instructor of Social Studies

Mr. Casey Reeve '04
Instructor of Mathematics

Mr. John Riley-Portal
Class of 2025 Counselor, Brother David Brennan Program Coordinator

Ms. Faten Rocha
Instructor of Mathematics

Ms. Annette Romani
Instructor of Mathematics

Mrs. Kelly Safford
Instructor of Mathematics

Ms. Nica Santiago-Jordan
Athletic Trainer

Ms. Cristina Sasso
Instructor of World Languages - French

Ms. Natalia Schorn '00
Instructor of English

Mr. Rolf Schumann
Instructor of Mathematics

Mr. Kevin Scully
Instructor of Science

Mr. O.J. Solande
Instructor of English

Mr. Ben Symkowick
Instructor of Religious Studies

Mr. Chris Symkowick-Rose
Instructor of Religious Studies

Mr. Matthew Taylor-Viruet
Assistant Principal of School Safety and Security

Mrs. Chris Thayer
Instructor of Science and Engineering

Mrs. Annie Vanenburg
Instructor of English

Ms. Gaw Vang-Williams
Instructor of Vocal Jazz

Ms. Maureen Wanket
English Department Chair and Instructor of English

Mr. Patrick Weeks
Instructor of World Languages - American Sign Language

Ms. Ellen Willow
Instructor of Social Studies

2021 – 2022 BELL SCHEDULES

Monday, Tuesday, Thursday, Friday

7:45 A.M. to 8:30 A.M. – Staff Collaboration

Wednesday (Dept./Faculty/Staff Meetings)

7:45 A.M. to 9:30 AM

D1 (Monday) – 75 min. classes, LD/UD lunch

Warning Bell 8:40 A.M.

A Set	8:45 – 10:00 A.M.
Break	10:00 – 10:15 A.M.
B Set + 10 min. Anmnts	10:20 – 11:45 A.M.
Lower Div. Lunch	11:45 – 12:15 P.M.
Early C Set	11:55 – 1:10 P.M.
Late C Set	12:25 P.M. – 1:40 P.M.
Upper Div. Lunch	1:10 – 1:40 P.M.
D Set	1:50 – 3:05 P.M.

D2 (Tuesday) – 75 min. classes, KBFT, Lunch

Warning Bell 8:40 A.M.

E Set + 15 min. KBFT	8:45 – 10:15 A.M.
Break	10:15 – 10:30 A.M.
Early Lunch (F Set area)	10:30 – 11:00 A.M.
Early F Set	10:40 – 11:55 A.M.
Late F Set	11:10 – 12:25 P.M.
Late Lunch (F Set area)	11:55 – 12:25 P.M.
G Set	12:35 P.M. – 1:50 P.M.
Office Hours/Rally	2:00 – 3:00 P.M.

D3 (Wednesday) – 35 min. classes, Lunch

Warning Bell 9:25 A.M.

A Set	9:30 – 10:05 A.M.
B Set	10:10 – 10:45 A.M.
C Set	10:50 – 11:25 A.M.
Early Lunch (D Set area)	11:25 – 11:55 A.M.
Early D Set	11:30 A.M. – 12:05 P.M.
Late D Set	12:00 P.M. – 12:35 P.M.
Late Lunch (D Set area)	12:10 P.M. – 12:35 P.M.
E Set	12:40 P.M. – 1:15 P.M.
F Set	1:20 P.M. – 1:55 P.M.
G Set	2:00 – 2:35 P.M.
Falcon Flex	2:35 – 3:05 P.M.

Please refer to the School Calendar and Daily Bulletin on the CB website for the most current daily information.

*KBFT – student-run television broadcast

D4 (Thursday) – 75 min. classes, LD/UD Lunch

Warning Bell

8:40 A.M.

A Set	8:45 – 10:00 A.M.
Break	10:00 – 10:15 A.M.
D Set + 10 min. Anmnts	10:20 – 11:45 A.M.
Lower Div. Lunch	11:45 – 12:15 P.M.
Early C Set	11:55 – 1:10 P.M.
Late C Set	12:25 P.M. – 1:40 P.M.
Upper Div. Lunch	1:10 – 1:40 P.M.
B Set	1:50 – 3:05 P.M.

D5 (Friday) – 75 min. classes, KBFT, Lunch

Warning Bell

8:40 A.M.

E Set + 15 min. KBFT	8:45 – 10:15 A.M.
Break	10:15 – 10:30 A.M.
Early Lunch (G Set area)	10:30 – 11:00 A.M.
Early G Set	10:40 – 11:55 A.M.
Late G Set	11:10 – 12:25 P.M.
Late Lunch (G Set area)	11:55 – 12:25 P.M.
F Set	12:35 P.M. – 1:50 P.M.
Office Hours/Rally	2:00 – 3:00 P.M.

D2 (Tues.) or D5 (Fri.) Liturgy/Special Event Schedule

Warning Bell

8:40 A.M.

E Set	8:45 – 10:00 A.M.
Break	10:00 – 10:15 A.M.
Liturgy/Special Events	10:20 – 11:45 A.M.
Early Lunch (F/G area)	11:45 – 12:15 P.M.
Early F/G Set	11:55 – 1:10 P.M.
Late F/G Set	12:25 P.M. – 1:40 P.M.
Late Lunch (F/G area)	1:10 P.M. – 1:40 P.M.
G/F Set	1:50 – 3:05 P.M.

IMPORTANT PHONE NUMBERS/CONTACTS

(All numbers in area code 916)

(All numbers in area code 916)

Main School Number	733-3600
Main School Fax	733-3657
Academic Registrar	733-3632
Admissions	733-3690
Athletics	733-3610
Attendance Office (Call in to report absences)	733-3625
Student Store	208-3246
Business Office	733-3644
Dean of Students	733-3625
Counseling Services	733-3680
Counseling Fax	733-3665

Counselors:

- Mr. Armando Diaz
Class of 2024 733-3692
- Mrs. Erica Gormley
Class of 2022 733-3613
- Ms. Melissa McClellan, College Counseling
Director and Counseling Department
Coordinator 733-3679
- Mrs. Emily McDougall, Wellness Counselor
733-3688
- Mrs. April Melarkey, College Counselor
733-3658
- Mr. Kirk Purdy
Class of 2023 733-3686
- Mr. John Riley-Portal
Class of 2025 733-3678

President's Office	733-3650
Principal's Office	733-3674
Student Life Office	733-3628
Media, Visual, & Performing Arts	733-5238

School Website: www.cbhs-sacramento.org

School Front and Main Office Hours:

- 7:45 a.m. – 4:00 p.m. (when school is in session)
- 7:45 a.m. – 3:00 p.m. on Monday – Thursday,
7:45 a.m. – 2:00 p.m. on Friday (summer

Lasallian Core Principles



